



Housing Authority of New Haven

Karen DuBois-Walton, Ph.D.
President

AGENDA

REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
657 GRAND AVENUE, NEW HAVEN, CT 06511
MILL RIVER COMMUNITY ROOM
TUESDAY, SEPTEMBER 20, 2022 at 4:00 P.M.

<https://v.ringcentral.com/join/862116179?pw=c5c8c9b37e4b2bff4524fe13c457e0be>

Dial:16504191505

Access Code / Meeting ID: 862 116 179#/ Password 609687#

1. Roll Call
2. Approval of the minutes from August 16, 2022
3. Bills and Communications
4. Public Comments (3 Minutes per Individual /15 Minutes per Group)
5. President's Report

ACTION ITEMS

FINANCE COMMITTEE:

1. Resolution 09-46/22-R; Approving the FY2023 (October 1, 2022 – September 30, 2023) Elm City Communities Agency-Wide Budget

P&D COMMITTEE:

2. Resolution 09-47/22-R; Resolution Authorizing Change Order #4 and Change Order #5 to Essex Fencing Improvements and Basement Abatement Contract with Elm City Carpentry, LLC in the Combined Amount Not to Exceed \$13,994.58 for Additional Sections of Fence and Posts Extending Contract Time Until December 20, 2022
3. Resolution 09-48/22-R; Resolution Authorizing Change Order #7 and Change Order #8 to BRD Builders, LLC Essex Exterior Envelope and Dwelling Unit Improvements Contract in the Amount Not to Exceed \$116,284.65 Bringing the Adjusted Contract Value From \$2,109,378.84 to \$2,225,663.49 Extending Contract Time Until May 4, 2023

SERVICES COMMITTEE:

4. Resolution 09-49/22-R; Resolution authorizing the revision of the ECC/HANH Housing Choice Voucher Administrative Plan (Admin Plan)
5. Resolution 09-50/22-R; Resolution Authorizing Approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to \$518,942.75

6. Resolution 09-51/22-R; Resolution Authorizing a Memorandum of Agreement for Provision of Services and Space Use Agreement by and between Elm City Communities/Housing Authority of the City of New Haven and Live Girl Commencing September 20, 2022 – September 19, 2023
7. Resolution 09-52/22-R; Resolution authorizing a One-Year contract with Can I live for the resident owned business initiative commencing on October 1, 2022 and ending on October 2, 2023 for a total contract amount not to exceed \$98,250.00
8. Resolution 09-53/22-R; Resolution authorizing the revision of the ECC/HANH Family Self-Sufficiency Action Plan
9. Resolution 09-54/22-R; Resolution authorizing ECC/HANH to enter into a contract with Ring Central for Unified Communication as a Service (UCaaS) in the amount of \$782,814.00 over five years

Adjournment

MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN
360 ORANGE STREET, NEW HAVEN, CT 06511
TUESDAY, AUGUST 16, 2022 at 4:00 P.M.

Those present included:

Erik Clemons, Chairman
William Kilpatrick, Vice Chairman
Alberta Witherspoon, Commissioner
Danya Keene, Commissioner
Karen DuBois-Walton, Secretary
Rolan Joni Young, McCarter & English LLP
Various staff and public attendees via RingCentral

The regular Meeting of the Board of Commissioners of the Housing Authority of New Haven was called to order at 4:11 p.m.

At Roll Call, Secretary DuBois-Walton was present in person in the boardroom along with all the Board members.

Approval of the Minutes from the July 19, 2022 Regular Meeting:

Motion to approve the minutes was moved by Vice Chairman Kilpatrick and seconded by Commissioner Keene.

Bills and Communications:

Accounts Payable Processing Report totaling \$ 494,238.21 (listed on page 7), this excludes paid invoices on report). This list consists of invoices that have been received and entered in the system but may not be ready for payment. A register of the paid invoices may be provided at the August 16, 2022, Board of Commissioners meeting.

Bank Book Check Register totaling \$ 3,827,082.89 (listed on page 11). This list consists of invoices that have been paid from July 1 – July 31, 2022. Nobe Construction Company (\$ 14,775) IQC Vacancies multiple sites; Banton Construction Company (\$ 519,790) for Robert T. Wolfe building upgrades; Christopher Williams Architects, LLC (\$ 28,800) for Crawford Vestibule; Elm City Carpentry (\$ 73,568) for Essex Fencing and Basement Abatement; Fuss & O'Neill, Inc. (\$62,886) for IQC Environmental Scattered Sites; Lothrop Associates, LLP (\$ 36,250) IQC Scattered Sites; Tri-Con Construction Manager, Llc (\$ 62,159) for Scattered Site East Fire; Home Depot (\$ 35,859) agency-wide materials; Anthem Blue Cross/Blue Shield (\$456,906) for two months of medical insurance and a month of dental/vision; United Illuminating (\$ 145,056) for various sites; Southern Connecticut Gas (\$ 34,153) for agency-wide gas service; Regional Water Authority (\$ 82,145) For agency-wide services.

The total of both registers is \$ 4,321,321.10

**Read into the record by Secretary Karen DuBois-Walton
Accepted as stated.**

Public Comments: None

President's Report

To: ECC/HANH Board of Commissioners

From: Karen DuBois-Walton, Ph.D., President

Date: August 16, 2022

RE: President's August 2022 Report

I. Administrative

We are thrilled to be named a winner in the National Civic League All America City competition which focused this year on cities that demonstrate a strong partnership seeing housing as a platform to promote strong academic achievement for its youth. This has offered an opportunity to showcase our ECC Believes! initiative and the work done in partnership with our The award was announced during the award celebration on Thursday July 21st. Stay tuned for our community-wide celebration!

Congratulations to Commissioner Elmer Rivera who received an award from the Puerto Rican United organization at their annual fundraiser on July 28, 2022 at Amarante's. I was pleased to be on hand to celebrate his leadership at Casa Otonal and his contributions to the Puerto Rican community. Felicidades!

On Tuesday July 26th our team gathered to say farewell and send fond wishes to Pamela Heard who retired after 34 years of service. She and her family are relocating to North Carolina. Pam has served our residents well, with care and commitment throughout her tenure. Additionally, she served as a union leader in Local 713 representing her colleagues with diligence and respect. While we wish her the best, we will certainly miss her!

I was invited by the Reagan Institute to present at the Reagan Institute Summit on Education (RISE) re. our innovative approaches to supporting the educational needs of our youth. It was a great opportunity to network and learn from others across this country and to be recognized for the work our team engages in each and every day.

Thank you to our CED team, our Operations team, 360 MGT, Robin Miller-Godwin and all the volunteers who work tirelessly to ensure that our youth are ready for school each year. This year's Annual Back to School celebration again hit the road delivering backpack and school supplies.

Time Extension Granted per Resolution #02-25/10-R

- Requesting 1-month extension for Solar Youth's East View youth program for the contract to end July 31, 2022. No additional finding is being requested.
- Requesting 2-month extension for Solar youth's West youth programming for the contract to end August 30, 2022. No additional finding is being requested.

II. Finance

June 2022 YTD Financials

The financial report covers nine months (October 1 through June 30) of data. Total Revenues are \$83,792,884 and Total Expenses are \$67,983,310 (including depreciation expense of \$1,531,762). The excess of revenue over expenses is reduced by \$(3,419,235) capitalized expenditures/notes activity and \$(6,107,625) reserve for Interest Income recognized on Notes Receivable resulting from development projects. Depreciation expense add-back is \$1,531,762. The HANH Net Surplus of \$7,814,474 was as follows:

MTW Programs

- Low Income Public Housing

Net surplus is \$2,397,336 versus a budget net surplus of \$494,162 for an overall favorable variance of \$1,903,174

- Section 8 Housing Choice Voucher

Net surplus is \$3,833,962 versus a budget deficit of \$(1,003,298). The favorable variance is \$4,837,260.

Non-MTW Programs

- Business Activities showed deficit of \$(601,800) compared with a budgeted deficit of \$(933812), resulting in a favorable variance of \$332,012.
- Central Office Cost Center shows a net surplus of \$2,184,977 compared to a budgeted surplus of \$1,442,948 resulting in an unfavorable variance of \$(742,029).

June 2022	MTW Budget	MTW Actual	Variance	NON-MTW Budget	NON-MTW Actual	Variance	ELIMS Budget	ELIMS Actual	Variance	Total Budget	Total Actual	Total Variance
70500 TENANT REVENUE	967,357	1,523,570	556,213	-	12,438	12,438	-	-	-	967,357	1,536,008	568,651
70600 HUD REVENUE	79,097,863	74,173,233	(4,924,630)	164,963	237,188	72,224	-	-	-	79,262,826	74,410,420	(4,852,406)
70000 OTHER REVENUE	43,726	1,024,496	980,771	14,358,635	14,547,290	188,654	(7,003,415)	(7,725,330)	721,916	7,398,947	7,846,456	447,509
70000 TOTAL REVENUE	80,108,945	76,721,299	(3,387,646)	14,523,599	14,796,915	273,317	(7,003,415)	(7,725,330)	721,916	87,629,129	83,792,884	(3,836,245)
91000 OPERATING ADMINISTRATIVE	10,792,640	10,220,917	(571,723)	5,612,370	4,883,099	(729,271)	(7,003,415)	(7,725,330)	721,916	9,401,596	7,378,685	(2,022,910)
92500 TENANTS SERVICES	189,375	107,079	(82,296)	1,725,685	1,359,592	(366,092)	-	-	-	1,915,060	1,466,671	(448,389)
93000 UTILITIES	1,274,875	1,826,191	(551,317)	298,897	279,217	(19,679)	-	-	-	1,573,772	2,105,409	(531,637)
94000 MAINTENANCE	2,201,072	3,667,468	(1,466,396)	444,065	331,075	(112,990)	-	-	-	2,645,138	3,998,544	(1,353,406)
95000 PROTECTIVE SERVICES	110,254	98,353	(11,901)	19,064	7,535	(11,530)	-	-	-	129,318	105,888	(23,430)
96000 GENERAL EXPENSE	-	-	-	212,321	229,072	(16,750)	-	-	-	212,321	229,072	(16,750)
96100 INSURANCE PREMIUMS	496,931	698,692	(201,761)	2,876	445	(2,431)	-	-	-	498,808	699,138	(199,330)
96200 OTHER	1,394,215	1,289,881	104,333	-	-	-	-	-	-	1,394,215	1,289,881	104,333
96800 SEVERANCE EXPENSE	-	-	-	-	1,250	(1,250)	-	-	-	-	1,250	(1,250)
96900 TOTAL OPERATING EXPENSES	16,459,362	17,908,583	(1,449,220)	8,315,279	7,091,285	1,223,993	(7,003,415)	(7,725,330)	721,916	17,771,226	17,274,537	496,689
97100 EXTRAORDINARY MAINTENANCE	86,765	49,680	37,085	10,778	14,828	(4,049)	-	-	-	97,543	64,508	33,035
97200 CASUALTY LOSSES - NON CAPITALIZED	-	40,245	(40,245)	-	-	-	-	-	-	-	40,245	(40,245)
97300 HAP EXPENSE	57,010,053	49,072,259	7,937,795	225,000	-	225,000	-	-	-	57,235,053	49,072,259	8,162,795
97400 DEPRECIATION EXPENSE	2,561,925	1,300,924	1,261,001	277,833	230,838	46,995	-	-	-	2,839,758	1,531,762	1,307,996
90000 OTHER EXPENSES	59,658,743	50,463,107	9,195,636	513,611	245,666	267,946	-	-	-	60,172,354	50,708,773	9,463,581
TOTAL EXPENSES	76,118,105	68,371,690	7,746,415	8,828,890	7,336,951	1,491,939	(7,003,415)	(7,725,330)	721,916	77,943,580	67,983,310	9,960,270
RAD/DEV - MTW Fund Expenditures	(2,062,500)	(1,913,502)	(148,998)	(4,999,401)	(1,505,733)	(3,493,668)	-	-	-	(7,061,901)	(3,419,235)	(3,642,666)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(5,463,406)	(6,107,625)	644,220	-	-	-	(5,463,406)	(6,107,625)	644,220
10010 Operating Transfer In	1,656,762	1,044,677	612,085	4,999,401	1,505,733	3,493,668	-	-	-	6,656,163	2,550,410	4,105,753
10020 Operating Transfer Out	(6,656,163)	(2,550,410)	(4,105,753)	-	-	-	-	-	-	(6,656,163)	(2,550,410)	(4,105,753)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(3,071,061)	4,930,374	(8,001,435)	231,303	1,352,339	(1,121,036)	-	-	-	(2,839,758)	6,282,713	(9,122,470)
ADJ FOR DEPREICATION EXPENSE	2,561,925	1,300,924	1,261,001	277,833	230,838	46,995	-	-	-	2,839,758	1,531,762	1,307,996
350 SURPLUS / (DEFICIT)	(509,136)	6,231,298	(6,740,433)	509,136	1,583,177	(1,074,041)	-	-	-	0	7,814,474	(7,814,474)

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for July 2022 is 89%. The agency goal is 96.00%. Attainment of this goal remains the primary objective for the Operations Department.

B. Rent Collection

Rent Collection – HANH's rent collection for the year to date ending the month of July 2022 is 59.09%. The agency goal is 95%. After many months of successfully reducing the TAR from a high in 2014, HANH saw the TAR reduced by over 75% prior to the COVID-19 pandemic. Rent collection has been poor over the past year and a half, however, staff is working with residents to get into compliance and to obtain rent relief resources through the city and state.

Total Collected

	CY 2021	CY 2022	Variance
January	75.69%	65.57%	-10.12
February	76.19%	65.59%	-10.6
March	80.67%	63.10%	-17.57
April	83.27%	53.41%	-29.86%
May	82.07%	67.34%	-14.73%
June	73.96%	60.22%	-13.74%
July	75.22%	59.09%	-16.13%
August	68.87%		
September	72.80%		
October	71.75%		
November	70.47%		
December	62.56%		
Average	78.07%	60.35%	

IV. Community and Economic Development (CED) Monthly Report

CARES Program Highlights

- 4 Participants were newly employed this month
- 2 Participant enrolled in GED course

CARES Resident Highlights

- **Maurice Boyou**- Graduated from the CARES program January 2022. During his time as a market renter, family continued to save and work on their goals of homeownership and become USA citizens. They are excited to share with ECC that both goals were attained. Family closed on their home this month in Trumbull.

FSS Resident Highlights:

- **CS-** Is currently in a program extension and while she has managed to maintain suitable employment while working 2 jobs, and has reportedly saved \$5k, she has faced challenges with improving her credit score which is 582 at this time. HOH is interested in homeownership; however, is considering completing the program with economic self sufficiency via employment goal. This is to be assessed at a later date as HOH is hopeful that she can improve her credit score. Coordinator and participant have however discussed the benefit of the \$18,510 escrow account balance which she is eligible for upon successful completion. HOH entered the program with \$15,998 of earned income and is currently earning \$44,873.

ECC Believes Program Highlights

- CED launched the Summer youth RSYVP program with Alder Honda Smith. Participants completed an orientation and participated in a “Ready to work” workshop to prepare them for a successful experience. All participants are receiving experience in working in the field of carpentry, landscaping, painting, electrical, maintenance, and more. In addition to hands on work, they are completing classroom training on financial wellness and career development.
- CED has welcomed four new STEP students to the ECC/HANH family. We welcomed Teonna Smith, Tyrek Solomon, Angel Taveras, and Mathue Gibson. All students participated in orientation and completed their first DREAM Training. We are excited for these students to start in CED, Operations, and IT.

V.Planning and Modernization

HAI Loss Prevention Grants:

P&M applied for funding 5/31/2022, from HAI, our insurance company, for two reimbursement grants, Fire Loss Prevention, \$78,680, for installation of Fire Suppression Cannisters at each stovetop in our LIPH portfolio, and Storm Damage Prevention, \$770,760, for Tree and Shrub management and removal. Grant awards will be announced this Fall, 2022. This is a cooperative venture with the Planning and Modernization, Finance, and Operations Departments. Work has begun on both projects, each reducing ECC liability risk and making our communities safer.

HUD Emergency Safety and Security Grant:

P&M is also applying to HUD for funding to address security upgrades at Robert T. Wolfe and George Crawford Manor. The grant would enable our high-rise Elderly and Disabled communities to have the extra layer of security necessary to exclude the influx of an uninvited element. The maximum award per HA annually is \$250,000. Application was submitted June 15, 2022.

Lead-Based Paint Capital Fund Program—Lead Grant Funding Years 2017 and 2020

HUD Housing Related Hazards 2020

- P&M responded to the HUD NOFA for the Housing Related Hazards for Fiscal Year 2020, due May 25, 2021. On September 29, 2021, ECC was awarded \$3,999,993., the highest amount to a Housing Authority, in the nation, to address the following Hazards at Scattered Sites, Essex, Crawford Manor, Wolfe: Smoke and Carbon monoxide, Radon, Mold and Vermin (high-rise buildings). Work will include inspections, testing, installation of equipment, treatments and post-abatement testing, as required. The grant covers abatements in buildings encompassing 402 units. Scheduling/testing has begun with CO & smoke detectors (HUD stated priority), Radon testing and mitigation. Mold is being addressed in conjunction with Lead abatement projects as well as separately. Inspections for the Vermin (Bedbugs, rodents and cockroaches) portion of the grant has begun. A 3rd Quarterly benchmark report has been sent to the HUD Washington and our Regional offices.

ECC Lead-Based Paint Capital Fund Projects

HUD Lead Grant 2017--ECC applied for and awarded **\$986,260** in Sept 5, 2018:

HUD national office understood the need was greater and put out an additional NOFA.

HUD Lead Grant 2020--ECC applied and was awarded an additional **\$3,700,000**, in May 2021.

What we have completed to date:

- Tested all (299) LIPH family property units at risk for Lead Based Paint (Built before 1978).
- Units testing positive for lead were organized by priority in order of importance to address-- Amalgamated Prioritization Chart. Highest priority, units with children under the age of 6 years and actionable levels of lead.
- We are addressing units even if there are no children, now, as these could be rented in the future to a family with young children.
- ECC met with State of Connecticut and HUD Washington Lead Teams to align goals and verify plan of action.
- **Immediate action--Completed:**
 - Trained in-house staff to perform Interim Controls and to Follow Lead Safe Renovating practices

- **Interim Controls:** Targeted highest priority units, temporarily removing lead dust while design and solicitation process was in progress
 - Highest priority Scattered site properties (**10 houses-17 units**)
 - McConaughy Terrace exterior source of lead dust--our largest Family development (**201 units**).
- Removed Lead painted doors and friction components at McConaughy Terrace...no lead painted doors left at McConaughy Terrace (**201 units**).
- **Design, Abatement and Construction Complete** for Lead Abatement in the following properties:
 - 10 houses (**17 units lead safe**) in our Scattered Sites West Portfolio. Lead, encapsulated, including replacement of peeling porch components and encapsulation of some siding. These came first as they were highest on our Amalgamated Prioritization Chart.
 - Essex Townhouses (**35 units lead safe**) ...all known lead components have been removed, not just encapsulated.
 - McConaughy (201 units moved to redevelopment effort...however, units all had Interim Controls performed; More permanent Abatement to accompany redevelopment.
- **Redesign:** Upon receipt of the 2nd Lead Based Paint grant, design of remaining units were upgraded to remove instead of just encapsulate certain components, keeping to the priorities established by the testing. This was made possible due to the additional HUD funding, and provides residents and ECC a more permanent and lasting solution to the Lead.
- **Other Housing Related Hazards:** ECC added elimination of other Housing Related Hazards upon receipt of a 3rd HUD grant \$3,999,993, where inspections identified significant mold and asbestos to remove.

Solicitations awarded in July, 2022 for construction completion December, 2022:

- **Group B: 3 Single-Family Houses** in the Scattered Site West portfolio
 - Group C: 8 Units in 4 houses** in the Scattered Site East portfolio
- Solicitations out for Bid July, 2022 for Construction Completion January, 2023:**
- **Group A: 1 house, Scattered Sites East portfolio,** Lead, mold and asbestos abatement with site safety and historic preservation requirements
 - **Solicitation out for Bid September, 2022 for construction start in Spring, 2023:**
 - **Group D: 21 houses** in the Scattered Sites East portfolio (houses currently without children under the age of 6 years, but needing lead abatement for future family rentals).

Testing has also been performed by the Operations Department in our Elderly and Disabled community high-rise buildings, and Lead was addressed in the areas where children under 6 years were living (common areas). Not part of the Lead Grant work.

In addition, ECC is not required to test for Lead in Water as part of the grant, however, ECC in its commitment to Residents, tested for lead in water and has abated any identified lead in water concerns, not using the Lead Grant monies.

Finally, as part of the Lead Grant Work, Planning and Modernization is using the abatement work as an opportunity to educate Residents regarding Lead Based Paint exposure and Lead Safe practices to ensure a safer environment for children.

Testing results are shared with residents and explained, if needed. State of CT Lead education packet is shared and consultants are available for any technical clarification. Prior to Covid, Lead education packets were available in our lobby. Ongoing Lead Management Plans are being developed for completed Construction projects, as required by the HUD regulations.

CFP Tasks

P&M Projects 2020-2022

- **Scattered Sites: Heating and Gas Conversion:** Contract Documents completed. Contract out to bid in September 2019, yielded only one bid, 40% over cost estimate. Re-procurement yielded responsive bid approved by the Board. Construction started April 15, 2021 and original Scope of Work is, 100% complete. Related change order work completed with environmental testing. Final payment and closed out; Reimbursement to the tenants for oil in existing tanks has been completed.
- **Crawford Manor: ADA Entrance and Access Improvements and Fire Panel and Fire Pump Replacement:** ECC rescinded previously awarded contract due to COVID considerations. Project was repackaged to perform PH1- ADA entry and fire pump renovations. PH 2, Fire Panel replacement work which requires entry into resident units in an Elderly development, was postponed until deemed safe to proceed, due to COVID. Seven (7) bids were received for Phase 1 vestibule and fire pump replacement. In March 2021, Board approved contract award. ADA entry vestibule is completed, and in use. The fire pump is on site. Fire Marshal required a change in electrical panels, a change order which added time. A portion of the work has been paid for by CARES funding. Work extended to March 31, 2022, to accommodate the Fire Department Fire Watch schedule. PH 2, was re-bid, for the Fire Panel and addressable fire alarm system and Life Health and Safety Upgrades. Resolution was brought to the Board of Commissioners, in April. Contract has begun, for January 31, 2023 completion.
- **Robert T. Wolfe Renovations:** A team of architects, engineers, environmental consultants, Operations and Planning and Modernization staff completed a survey of critical needs, health, life and safety considerations. Cost estimates were evaluated, and prioritized projects selected for design; bids were solicited, and 2 non-responsive bids submitted. Project resolicited. An elevator consultant was procured to design for elevator repairs, which were procured separately; ECC Indefinite Quantities Architect assisted in approaching repairs in a novel way saving ECC almost \$500,000 on the repairs. Due to COVID, Wolfe Phase 1 excludes work requiring entry into resident units or requiring relocation of residents in an elderly and disabled population; Construction on the community room, laundry room and corridors is completed. The Lobby and ADA entry are proceeding, scheduled for completion in September.. A contract for Phase 2, for resident interior improvements was awarded, and preconstruction surveys completed. 10-unit bathrooms will be replaced and miscellaneous other life health and safety improvements throughout the majority of the residential units. Work began on the 8th and 7th floors in February, 2022, and has progressed through the 1st floor. Additional life health and safety items have been identified and are being addressed concurrently.
- **McConaughy Terrace:** Sanitary and Storm Sewer Improvements; Two (2) bids were received, and the contract was awarded to the lowest responsible bidder. Construction started August 2020, replacing sanitary and storm sewers in sequence; delayed start due to COVID planning for safety of the community. Construction proceeded on schedule, however due to discovery and removal of contaminated soils, a wintertime extension has been given. Additional soil disposal costs and general conditions cost were brought to the BOC. Substantial completion was reached 5/19/2021. This project has replaced all of the damaged and failing storm and sanitary sewer lines which were 70 years old, vastly improving health and safety for the 198 families and 3 communal areas at McConaughy Terrace. Project is closed out.
- **Physical Needs Assessments:** P&M solicited the services of architects and engineers to provide Physical Needs Assessments (PNAs) and Capital Needs Assessments for RAD which are recommended for planning capital and development projects. Procurement scheduled virtual interviews with both respondents. A contractor was selected and approved by the BOC, June 2021.

All site inspections for the original scope have been completed. Reports are finalized. These include individual Replacement Reserves for each of the Scattered Site properties, which is a new and more practical approach. Resident youth was hired as part of the consultants' Section 3 commitment to assist on the project. The contract has been extended for 1 year, with no additional funds to enable ECC the option to request additional reports for development projects.

- **Essex Envelope and Site Fencing:** Project design completed. Scope of project included roof, gutter, siding, window, AC sleeve, asbestos pipe insulation abatement and fencing replacement. Project scope revised to include only Site fencing and asbestos pipe insulation, as these portions could be addressed without unit entry during COVID. Bids solicited in March for fencing and basement pipe abatement. Six bids received. Scope of work was rebid. Project awarded and pipe insulation abatement is 100% completed. Re-insulation, 100% complete. Site fencing installation was 100% complete, July 22, 2022.
- **Essex Envelope and Bathroom and Flooring Upgrades:** This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which is all beyond their Estimated Useful Life. This is a major improvement for residents of Essex Townhouses. Due to procurement issues the solicitation was cancelled, and the project put out to bid, again. Project awarded. Construction on site has begun on the roofs. Windows and doors are on site.. Work will proceed on the envelope, roof, siding, windows and follow up with interior work, only when all materials have been received. Scheduled for construction completion, December 31, 2022.
- **ECC Design Standard Specifications:** P&M has updated the standard design and construction specifications in a comprehensive manner, soliciting input from the Glendower Group, Operations and 360 Management, to create a practical document for in-house and Consultant use. Project is completed.
- **425B Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 425B Eastern Street sustained significant structural and cosmetic damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company was contacted, and monies will be available for a portion of the repairs. Construction is complete, including change order work completed due to Fire Marshal request, and damage subsequent to design. City sign off received. Project closed out.
- **437M&N Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 437 M&N Eastern Street sustained significant structural and cosmetic damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company was contacted. Project is in design after an environmental testing phase.
- **IQC Vacancy Contractor:** P&M and Operations working together to support vacant unit upgrade needs through management of 2 IQC painting and clean out contracts, one for high rise units and one for units with residential rates. Current contracts expired; Operation solicited quotes for new contracts which will be managed by Operations with Operations funding.
- **295 Wilmot Road—West Rock Community Center:** Structural Engineering study and cost estimate solicited to support Operations. Two areas identified requiring structural shoring. Shoring quotes solicited, with only 1 quote significantly above the independent cost estimate, and therefore, not accepted. Quotes were solicited for the shoring between Buildings 1&2 and a contract has been awarded. As of 3/7/2022, the shoring in the warehouse area has been completed. The Building is in use.
- **McQueeney Plaza Repair & Upgrades:** A reworking of the plaza at 360 Orange Street has expanded the brick plaza emphasizing and enhancing the entry to the 360 Management client office. In-house design; construction completed and project closed out.

- **Radon Mitigation at Scattered Sites Multi-family, Scattered Sites East and West:** Radon was identified in 8 units of housing in the Scattered Site (SS) Multi-family developments. Mitigation design is completed and out to bid. As part of the Housing Related Hazards Grant, SS East and SS West properties were tested and only a few units came back positive for radon. These units will be addressed under the same contract, with a separate funding source. Solicitations received 0 bids. Project was out for quotes, due 7/20/22. Contract is with procurement, and being awarded. Project will be completed in 30 days from the notice to proceed.

VI. The Glendower Group

• Farnam Courts Phase II

- For the purpose of Financing Glendower bifurcated the redevelopment of Phase II into two phases – 4% and 9%.
- Glendower Farnam Courts 4%, LLC (closest to Farnam 1), will consist of 45 units and Glendower Farnam Courts 9%, LLC will consist of 66 units including 52 affordable, a community building, and a park.
- 100% drawing completed on January 24, 2020.
- Haynes Construction has been selected to be the General Contractor for Phase II.

▪ Farnam Courts Phase II 4%

- Successfully closed on July 7, 2020.
- Notice to proceed issued to begin work on July 13, 2020.
- Construction completed and keys turned over on 10/13/21.
- Closeout process ongoing. Waiting on Environmental closeout reports, draft cost cert. and updated O&M Manuals with survey.

▪ Farnam Courts Phase II 9%

- Successfully closed on December 17, 2020
- Notice to proceed issued to begin vertical and demolition work on December 18, 2020.
- Demolition of former Farnam buildings completed.
- Phase 2b construction is ongoing and on schedule for 100% substantial completion in May 2022.
- HTCC application submitted on June 1, 2021, for additional funding in the amount of \$500,000 due to offset the cost of the sharp increase in lumber pricing across construction nationally caused by the Covid pandemic. Awarded the full amount on October 8, 2021.

▪ Westville Manor

- The Authority submitted a 9% LIHTC application in November 2016 to complete the offsite component on the Rockview Phase II site and was awarded. - Contract closing for Rockview Phase 2 occurred on June 20, 2019.
- The Authority issued an RFQ for a Master Planner for Westville Manor and selected a team composed of Ken Boroson Architects and Torti Gallas Planners.
- The planning team has begun scheduling the necessary steps to prepare for the first application for on-site redevelopment with a target of January 2022. This application will address the first phase of Westville Manor consisting of 50 total units and will include the 21 unit 3-story main building.
- It is anticipated that funding for the final Westville Manor on-site phase consisting of 59 units will be submitted under the 9% LIHTC CHFA round in 2022 or 2023.
- The master Planning Team held a series of meetings and charrettes in September 2018 and will completed a final recommendation to stakeholders in January 2019. The Authority submitted a RAD application for Westville Manor and was awarded.
- It was determined that a Planned Development District (PDD) was the best approach to the redevelopment of the site. A PDD application was submitted to the City of New Haven in January 2019 that will include the redevelopment of 109 units on site of which 80% will be RAD replacement units and 20% unrestricted. The Board of Alders approved the PDD in April 2019.
- Submitted a 9% LIHTC application for on-site Phase 1 on January 12, 2022.
- Anticipated closing in 3rd quarter of 2023.

▪ **RAD Portfolio Award**

- The Authority received a portfolio award, inclusive of 13 developments, detailed herein. They have been grouped as follows:

- **Group I: Motley, Bush, Harvey and Newhall Garden**

- Development completed and leased.

- **Group IIA: Waverly and Stanley Justice and Fulton Park**

- Development completed and leased.

- **Group IIB: Valley Townhomes**

- Submitted financing template to the Resource desk on November 2, 2021
- HUD concept call completed on October 7, 2021.
- Closing anticipated to be the November 30, 2022.

- **Group III: McQueeney, and Celentano**

- Closed February 27, 2020.
- Construction began on March 9, 2020.
- Construction activities are **COVID delay of 8 weeks**. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
- Final completion for McQueeney October 31, 2021
- Final completion for Celentano October 31, 2021
- Conversion to permanent financing anticipated to be completed by June 1, 2022.

- **Group IV: Ruoppolo and Fairmont,**

- Closed on March 11, 2021.
- Construction began March 15, 2021
- Final completion for Fairmont Heights May 31, 2022
- Final completion for Ruoppolo Manor May 31, 2022.
- Glendower is working on adding elevator code upgrades to Fairmont scope.

▪ **McConaughy Terrace**

- For the purpose of Financing Glendower bifurcated the redevelopment into two phases – 4% and 9% Low Income Housing Tax Credit applications.
- Glendower McConaughy Terrace 4%, LLC will consist of 92 affordable units and Glendower McConaughy Terrace 9%, LLC will consist of 104 affordable and 26 market rate units.
- 90% drawing completed on October 31, 2021 for the 9% phase.
- LaRosa Building Group, LLC has been selected to be the General Contractor for the Development.

▪ **McConaughy Terrace 4%**

- Submitted a LIHTC application to CHFA on November 12, 2021. Application awarded in conjunction with the 9% award identified below.
- Closing anticipated to be on the 4th quarter of 2022.

▪ **McConaughy Terrace 9%**

- Submitted a LIHTC application to CHFA on November 12, 2020.
- Application was awarded under the 2020 competitive LIHTC round. The 9% LIHTC award also included approval of the 4% award.
- Closing anticipated to be on the 1st quarter of 2023.

- **Scattered Sites**

- Scattered site is multifamily redevelopment which includes 88 units located in various part of the city. The developments are: 23 Chamberlain Street, 54 Kingswood Drive, 63 Fulton Street, 425 Eastern Street, 437 Easter Street, 1361 Quinnipiac Ave, 1368 Quinnipiac Ave, 1370 Quinnipiac Ave, 1376 Quinnipiac Ave, 1378 Quinnipiac Ave, 1381 Quinnipiac Ave, and 1435 Quinnipiac Ave.
- Submitted a 9% LIHTC application on January 12, 2022.
- Anticipated closing in 3rd quarter of 2023.

MEMORANDUM

TO: Board of Commissioners

DATE: August 16, 2022

FROM: Karen DuBois-Walton, President

RE: Resolution Authorizing the Write - Off of Accounts Receivable of Former ECC/HANH Tenants of the Federal Public Housing Program Financial Statement Reporting Purposes

ACTION: Recommend that the Board of Commissioners pass Resolution # 08-42/22-R

TIMING: Immediately

DISCUSSION: ECC/ECC/HANH has accounts receivable balances for individuals that are no longer tenants. These balances need to be removed from our Financial Reporting systems. In writing these accounts off for financial reporting purposes, the accounts receivable detail will still remain in our Low-Income Housing system for possible collection efforts. The dollar amounts will simply not carry over to the Financial Reporting system, thus lowering the net accounts receivable balance to an amount closer to what is expected to be collected as required under Generally Accepted Accounting Principles (GAAP) for financial statement reporting.

Any tenant leaving ECC/HANH with an outstanding balance is to be denied re-admission to ECC/HANH and all other PHA's until all outstanding obligations are satisfied. Therefore, information regarding any outstanding accounts receivable will be maintained on Tenant Ledgers in the Low-Income Housing component of our computer system for review and possible reporting as allowed by HUD.

ECC/HANH is currently carrying a \$7,982.89 balance for 14 vacated tenants from the 3rd Quarter FY 2022, a period ending 06/30/2022. This amount includes residents that are deceased, terminally ill and in nursing homes. It also includes residents that have been evicted or skip leaving no forwarding address.

FISCAL IMPACT: None

STAFF: John Rafferty, Sr. VP of Finance, IT & Administration

ELM CITY COMMUNITIES
Housing Authority of The City of New Haven
RESOLUTION # 08-42/22-R

**RESOLUTION AUTHORIZING THE WRITE-OFF OF FORMER TENANT ACCOUNTS RECEIVABLE (TAR)
FOR THE LOW-INCOME PUBLIC HOUSING (LIPH) PROGRAM FOR THE PERIOD ENDING 06/30/2022 IN
THE AMOUNT OF \$7,982.89**

WHEREAS, ECC/HANH's is responsible for the management and operation of all projects under the Federal Consolidate Program; and

WHEREAS, in the course of such operation, certain tenants of these developments discontinue occupancy leaving outstanding balances for rents and other charges with the Authority; and

WHEREAS, efforts were made to collect all outstanding balances while tenants remain in possession; and

WHEREAS, ECC/HANH has previously contracted with Collection Company of America during FY 2009 to pursue collection of outstanding balances, but effects proved to be unsuccessful; and

WHEREAS, ECC/HANH is currently carrying \$7,982.89 balance for 14 vacated tenants through June 30, 2022; and

WHEREAS, while ECC/HANH will remove the balances from ECC/HANH's Financial Reporting systems, the obligations of these former tenants will remain in the Low-Income Housing System for possible future collections; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

1. The write-off for financial reporting purposes of all former tenant's accounts receivable balances accrued through June 30, 2022 for LIPH program in the amount of \$7,982.89 is hereby authorized.
2. The President be and is hereby authorized, empowered, and directed to take any and all such action ancillary, related and/or necessary action to fulfill the foregoing purposes and the purposes of this resolution.
3. This resolution shall take effect immediately.

Karen DuBois-Walton, Ph.D.
Secretary/President.

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

Rolan Joni Young, Esq.
A Senior Partner

**Motion to approve resolution was moved by Commissioner Kilpatrick and Commissioner Witherspoon seconded.
Unanimous by all.**

MEMORANDUM

TO: Board of Commissioners

DATE: August 16, 2022

FROM: Karen DuBois-Walton, Ph.D., President

RE: Resolution Authorizing Change Order #6 to Banton Construction Company Phase 1 Building Upgrade Common Areas Contract at Robert Wolfe, 49 Union Avenue in the Amount Not to Exceed \$16,991.90 Bringing the Adjusted Contract Value from \$839,224.86 to \$856,216.76 Extending Contract Time to October 3, 2022

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 08-43/22-R

TIMING: Immediately

DISCUSSION: In May 2021, the Board of Commissioner approved Resolution #05-31/21-R authorizing contract award #PM-21-C-487 to Banton Construction in the amount of \$765,852.00 for Phase 1 Building Upgrade contract addressing common area health and safety concerns.

As work progressed, ECC/HANH authorized Change Order #1 net credit of \$10,588.25 for additional sprinkler head replacement, temporary laundry room plumbing and electrical set up, additional fiberglass reinforced panels and cost credit for sanitary sewer repairs that were not needed.

ECC/HANH also authorized Change Order #2 extending contract time until April 7, 2022.

ECC/HANH authorized Change Order #3 in the amount of \$54,083.98 for vestibule floor changes, air cleaner enclosures and outlets, sliding door locking system, and additional corridor light fixture replacement.

ECC/HANH also authorized Change Order #4 in the amount of \$23,544.17 for ceiling heater replacement, additional light fixtures, community room heaters, and time extension until June 6, 2022.

ECC/HANH authorized Change Order #5 in the amount of \$6,332.96 for temporary laundry room heat, temporary entrance ramp, door keypad post and time extension until September 2, 2022. The cumulative value of Change Orders 1 through 5 total \$73,372.86 bringing the adjusted contract value from \$765,852.00 to \$839,224.86, under the 10% threshold for Board of Commissioners action.

ECC/HANH is now presenting and recommending Change Order #6 in the amount of \$16,991.90 for gutter bracket replacement, masonry wall repair and time extension until October 3, 2022. Following authorization of Change Order #6 the adjusted contract value will increase from \$839,224.86 to \$856,216.76.

In accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to

execution. We request Board of Commissioners authorization to execute Change Order #6 with Banton Construction Company in the amount not to exceed \$16,991.90 for gutter bracket replacement and masonry wall repair, extending time until October 3, 2022.

FISCAL IMPACT: \$16,991.90

SOURCE OF FUNDS: CFP 2019

STAFF: Hannah Sokal-Holmes, Vice-President, Planning & Modernization

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 08-43/22-R

**RESOLUTION AUTHORIZING CHANGE ORDER #6 TO BANTON CONSTRUCTION COMPANY
PHASE 1 BUILDING UPGRADE COMMON AREAS CONTRACT AT ROBERT WOLFE, 49 UNION
AVENUE IN THE AMOUNT NOT TO EXCEED \$16,991.90 BRINGING THE ADJUSTED CONTRACT
VALUE FROM \$839,224.86 TO \$856,216.76 EXTENDING CONTRACT TIME TO OCTOBER 3, 2022**

WHEREAS, in May 2021, the Board of Commissioner approved Resolution #05-31/21-R authorizing contract award #PM-21-C-487 to Banton Construction in the amount of \$765,852.00 for Phase 1 Building Upgrade contract addressing common area health and safety concerns; and

WHEREAS, as work progressed, ECC/HANH authorized Change Order #1 net credit of \$10,588.25 for additional sprinkler head replacement, temporary laundry room plumbing and electrical set up, additional fiberglass reinforced panels and cost credit for sanitary sewer repairs that were not needed; and

WHEREAS, ECC/HANH also authorized Change Order #2 extending contract time until April 7, 2022; and

WHEREAS, ECC/HANH authorized Change Order #3 in the amount of \$54,083.98 for vestibule floor changes, air cleaner enclosures and outlets, sliding door locking system, and additional corridor light fixture replacement; and

WHEREAS, ECC/HANH also authorized Change Order #4 in the amount of \$23,544.17 for ceiling heater replacement, additional light fixtures, community room heaters, and time extension until June 6, 2022; and

WHEREAS, ECC/HANH authorized Change Order #5 in the amount of \$6,332.96 for temporary laundry room heat, temporary entrance ramp, door keypad post and time extension until September 2, 2022; and

WHEREAS, the cumulative value of Change Orders 1 through 5 total \$73,372.86 bringing the adjusted contract value from \$765,852.00 to \$839,224.86, under the 10% threshold for Board of Commissioners action; and

WHEREAS, ECC/HANH is now presenting and recommending Change Order #6 in the amount of \$16,991.90 for gutter bracket replacement, Masonry Wall Repair and time extension until October 3, 2022; and

WHEREAS, following authorization of Change Order #6 the adjusted contract value will increase from \$839,224.86 to \$856,216.76; and

WHEREAS, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #6 with Banton Construction Company in the amount not to exceed \$16,991.90 for gutter brackets and masonry wall repair at Robert T. Wolfe.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

- 1) Change Order #6 to contract #PM-21-C-487 to Banton Construction Company in the amount not to exceed \$16,991.90 for Wolfe gutter bracket replacement, masonry wall repair and time extension until October 3, 2022 is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on August 16, 2022.

Karen DuBois-Walton, Ph.D.
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

Motion to approve resolution was moved by Commissioner Keene and Commissioner Kilpatrick seconded. Unanimous by all.

MEMORANDUM

To: Board of Commissioners

Date: August 16, 2022

From: Karen DuBois-Walton, President

RE: Resolution Authorizing ECC/HANH to enter into a contract with Patterson and Associates for Intelligent Document Management not to exceed amount of \$1,503,333.00 for a not to exceed period of 5 Years

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 08-44/22-R

TIMING: Immediately

DISCUSSION: In February 2022, Elm City Communities issued an RFP for an enterprise level Electronic Document Management System (EDMS) to better serve our residents, potential residents, and internal staff while simultaneously supporting remote work. This contract would supersede the previous contract for newer technology. We received only one response from Patterson and Associates, our current provider. This solicitation was canceled due to insufficient competition.

The solicitation was reissued on May 25, 2022 with a return date of June 22, 2022. ECC received only one response. Procurement conducted outreach and determined that we could move forward with the one RFP received. The evaluation committee scored Patterson and Associates RFP and negotiation was held and a best and final cost was received on Monday, August 8, 2022. Based on capability, price, and implementation timeframe, Patterson and Associates continues to provide the best solution for ECC.

The new technology will reduce time to process the documents and includes the following:

- A cloud-based enterprise grade Intelligent Document Management System (IDMS) configurable for all departments.
- Artificial Intelligence
- Automations
- Scalability to accommodate substantial growth
- Accommodate document imaging
- Optical Character Recognition OCR
- Automated file naming, tagging, storage and retrieval of documents

- Shared documents to increase efficiency of operations, reduce storage costs, and allow for enhanced remote and Social Distance document receipt and management.
- Workflow Solutions and Operational Reporting
- Automated document file management workflow
- Low-Code/No Code Platform to extend capabilities and automation
- Robotic Process Automation (assign repetitive tasks to robots)
- Electronic Signature Outbound/Inbound Phone Surveys (Automated and tied to a dashboard to understand how well you serve the community)
- Advanced AI Indexing and Data Capture for Documents
- For large quantities of documents, services to configure/ setup categorization of documents using AI readers to generate meta-data for the filing of documents in the IDMS.
- Video Virtual
- Video Based Procedures Guides - Remote work has increased the need and benefits of video based procedures to help guide and train staff
- Consulting Services - PAC is a PHA Specialty Consulting Practice
- eFile retention automation by document / file types
- Connectors to hundreds of popular solutions for maximum integration flexibility.
- Workflow at a glance

This functionality will greatly reduce time to process documents and give visibility to the exact stage of a document in the workflow process.

ECC/HANH is requesting authorization to enter into a contract with Patterson and Associated for a five (5) period commencing in the amount of \$1,503,333.00.

FISCAL IMPACT: \$1,503,333 over 5 years (IT budget)

STAFF: Donna Piccirilli, VP Information Technology/CIO

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution # 08-44/22-R

Resolution Authorizing ECC/HANH to enter into a contract with Patterson and Associates for Intelligent Document Management not to exceed amount of \$1,503,333.00 for a not to exceed period of 5 Years

WHEREAS, In February 2022, Elm City Communities issued an RFP for an enterprise level Electronic Document Management System (EDMS) to better serve our residents, potential residents, and internal staff while simultaneously supporting remote work. This contract would supersede the previous contract for newer technology. We received only one response from Patterson and Associates, our current provider. This solicitation was canceled due to insufficient competition, and

WHEREAS, The solicitation was reissued on May 25, 2022 with a return date of June 22, 2022. ECC received only one response. Procurement conducted outreach and determined that we could move forward with the one RFP received. The evaluation committee scored Patterson and Associates RFP and negotiation was held and a best and final cost was received on Monday, August 8, 2022. Based on capability, price, and implementation timeframe, Patterson and Associates continues to provide the best solution for ECC, and

WHEREAS, ECC/HANH is requesting authorization to enter into a contract with Patterson and Associated for a not to exceed period of five (5) years and a not to exceed amount of \$1,503,333.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that:

1. The execution and delivery of an agreement with Patterson and Associates, upon the terms and conditions set forth in the recitals hereof, including the expenditure of such amounts as set forth hereinabove, or for such lesser term or lesser amount as the President determines necessary and appropriate, be and hereby is authorized and directed; and
2. This Resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on August 16, 2022.

Karen DuBois-Walton,
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

Motion to approve resolution was moved by Commissioner Witherspoon and Commissioner Kilpatrick seconded. Unanimous by all.



MEMORANDUM

To: Board of Commissioners
Date: August 16, 2022
From: Karen DuBois-Walton Ph.D., President
RE: Resolution Authorizing Approval to correct the start date on resolution #06-30/22 for Key & Lock Services with Cohens Key Shop for the period beginning May 25, 2021, and ending on May 24, 2023, in order to coincide with the contract start date

ACTION: Recommend that the Board of Commissioners adopt Resolution Number # 08-45/22-R

TIMING: Immediately

DISCUSSION: HANH has determined a need for Key and Lock Services. On March 2, 2020, a solicitation was issued with a return date of March 31, 2020. HANH received one (1) bid: Cohen’s Key Shop in the amount of \$82,802.15.

HANH staff has conducted the due diligence required under our procurement Policy and HUD Procurement Manual, as well as evaluated the bid submitted by Cohen’s Key Shop and has determined that the bid is in the competitive range. A contract award for Cohen’s Key Shop is hereby requested

Resolution number #04-32/20-R authorized Cohen’s Key Shop for Key and Lock Services Agency Wide for a total contract amount \$82,802.15 for the Period Beginning on May 1, 2020, and Ending on April 30, 2021, with two (2) one (1) year options to renew.

On June 21, 2022, the board approved Resolution # 06-30/22R for a change order in March 2021 where there should have been a Board action. As such, HANH seeks ratification of exercising the two one-year options for the period beginning May 1, 2021, and ending on April 30, 2023, with no option to renew; and increasing the contract value from \$82,802.15 to a not to exceed amount of \$248,406.45

HANH is now requesting approval to correct the start date on resolution #06-30/22 for Key & Lock Services with Cohens Key Shop for the period beginning May 25, 2021, and ending on May 24, 2023, in order to coincide with the contract start date.

In accordance with resolution number #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution.

FISCAL IMPACT: No Fiscal Impact

SOURCE OF FUNDS: Operations

STAFF: Lee Purvis, Central Operations Manager

**ELM CITY COMMUNITIES
Housing Authority of the City of New Haven**

RESOLUTION NUMBER # 08-45/22-R

Resolution Authorizing Approval to correct the start date on resolution #06-30/22 for Key & Lock Services with Cohens Key Shop for the period beginning May 25, 2021, and ending on May 24, 2023, in order to coincide with the contract start date.

WHEREAS, HANH has determined a need for Key and Lock Service Agency Wide; and

WHEREAS, On March 2, 2020, a solicitation was issued with a return date of March 31, 2020; and

WHEREAS, HANH received one (1) bid: Cohen's Key Shop in the amount of \$82,802.15; and

WHEREAS, HANH staff has conducted the due diligence required under our procurement Policy and HUD Procurement Manual, as well as evaluated the bid submitted by Cohen's Key Shop and has determined that the bid is in the competitive range; and

WHEREAS, Resolution Number 04-32/20-R authorized Cohen's Key Shop for Key and Lock Services Agency Wide for a total contract amount \$82,802.15 for the Period Beginning on May 1, 2020 and Ending on April 30, 2021 with two (2) one (1) year options to renew; and

WHEREAS, HANH entered a change order in March 2021 where there should have been a Board action; and

WHEREAS, HANH seeks ratification of exercising the two one-year options for the period beginning May 1, 2021 and ending on April 30, 2023, with no option to renew; and increasing the contract value from \$82,802.15 to a not to exceed amount of \$248,406.45; and

WHEREAS, on June 21, 2022, the board approved Resolution # 06-30/22R for a change order in March 2021 where there should have been a Board action. As such, HANH seeks ratification of exercising the two one-year options for the period beginning May 1, 2021, and ending on April 30, 2023, with no option to renew; and increasing the contract value from \$82,802.15 to a not to exceed amount of \$248,406.45; and

WHEREAS, HANH is now requesting approval to correct the start date on resolution #06-30/22 for Key & Lock Services with Cohens Key Shop for the period beginning May 25, 2021, and ending on May 24, 2023, in order to coincide with the contract start date; and

WHEREAS, in accordance with resolution 10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

1. Approval to correct the start date on resolution #06-30/22 for Key & Lock Services with Cohens Key Shop for the period beginning May 25, 2021, and ending on May 24, 2023, in order to coincide with the contract start date.
2. The President be and hereby is authorized, empowered and directed to take any and all such action ancillary, related and or/necessary action to fulfill the foregoing purposes and the purposes of this resolution.

3. The resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on August 16, 2022.

Karen DuBois-Walton, Ph. D.

Secretary/President

Date

REVIEWED:

MCCARTER & ENGLISH, LLP

GENERAL COUNSEL

By: _____

Rolan Joni Young, Esq.

A Senior Partner

Motion to approve resolution was moved by Commissioner Witherspoon and Commissioner Kilpatrick second. Unanimous by all.

Adjournment: Motion to adjourn was made at 4:38 p.m. by Commissioner Witherspoon and seconded by Commissioner Kilpatrick. Motion passed unanimously.

ADJOURNMENT

MEMORANDUM

TO: All Board of Commissioners

FROM: John Rafferty, CFO

RE: Bills and Communications

DATE: September 20, 2022

Attached please find the following Two (2) lists:

Accounts Payable Processing Report totaling **\$ 169,377.64** (listed on page 3), this excludes paid invoices on report). This list consists of invoices that have been received and entered in the system but may not be ready for payment. A register of the paid invoices may be provided at the September 20, 2022, Board of Commissioners meeting.

Bank Book Check Register totaling **\$ 2,845,281.57** (listed on page 13). This list consists of invoices that have been paid from August 1 – August 31, 2022. Christopher Williams Architects, LLC (\$ 33,400) for IQC A&E Multiple sites; A. Prete Construction Company, Inc (\$ 45,837) for Crawford Manor health & Safety; BRD Builders (\$337,569) for Essex Dwelling Unit; City of New Haven (\$63,937) for two months of LCI, Fuel and Bulk Trash; G.L. Capasso, Inc (\$ 17,332) for Scattered Sites Roofing contract; J.A. Rosa Construction LLC (\$ 47,148) for Crawford Manor Vestibule upgrades; Home Depot (\$ 37,378) agency-wide materials; Anthem Blue Cross/Blue Shield (\$20,905) for two months of dental/vision; United Illuminating (\$ 231,300) for various sites; Southern Connecticut Gas (\$ 45,023) for agency-wide gas service; Regional Water Authority (\$59,475) For agency-wide services.

The total of both registers is **\$ 3,014,659.21**
Attachments

Payment Processing Report for August 2022

Fund	Vendor	Description	Amount	Due Date	Invoice #
900	Ace Van & Storage, Inc.	Relocation for Willie Stanton-RAD IV	\$ 700.00	3/1/2021	700
277	Adrienne M Vines	June 2022 Cares Program Brooksidell	\$ 516.42	7/1/2022	June2022 Cares Prg
281	Anthem Blue Cross/Blue Shield	Dental/Vision September 2022	\$ 21,185.00	9/5/2022	000988158B
223	Aron Security, Inc dba Arrow Security	WOLFE SECURITY WHILE VESTIBULE UNDERCONSTRUCTION	\$ 1,666.50	7/5/2022	3004508
958	Carahsoft Technology Corporation	958-000	\$ 629.84	9/23/2022	IN1223803
281	Cdw Government Inc	Graduation gifts for 2022 Apple iPad	\$ 2,667.75	10/2/2022	Graduation Gift 2022
281	City of New Haven	281-000	\$ 300.00	9/1/2022	77414/77851
954	Claribel Osorio	Graduated from CARES Program	\$ 8,189.76	9/8/2022	CARES account
281	Corporate Mailing Services LLC	PRESORT COURIER 8/01/22-8/05/22	\$ 111.97	9/4/2022	807945
281	Corporate Mailing Services LLC	PRESORT COURIER 8/8/22-8/12/22	\$ 102.87	9/11/2022	808081
281	Corporate Mailing Services LLC	PRESORT COURIER	\$ 71.94	9/14/2022	808205
938	Crosskey Architects, LLC	McConaughy Terrace Phase 4% invoices #22096	\$ 4,409.00	8/30/2022	22096
938	Crosskey Architects, LLC	McConaughy Terrace Phase 9% schematic deign #22097	\$ 5,516.00	8/30/2022	22097
283	CWPM, LLC	283-000	\$ 407.82	9/30/2022	15126200-1
601	DePino, Nunez & Biggs, LLC	Lobby July 2022	\$ 4,500.00	7/31/2022	
601	DePino, Nunez & Biggs, LLC	Lobbying August 2022	\$ 4,500.00	8/31/2022	
281	EccoVia, Inc	Invoice 21570 User Access License Sept, Oct & Nov	\$ 11,107.20	9/1/2022 12:10:08 PM	21570
211	Ed The Treeman	211-037	\$ 2,802.50	8/27/2022	5159
214	Enviromed Services, Inc.	IQC ENVIRONMENTAL ESSEX #28 MOLD #130	\$ (1,415.00)	8/14/2022	21654
214	Enviromed Services, Inc.	IQC ENVIRONMENTAL ESSEX #28 MOLD #130	\$ 1,415.00	8/14/2022	21654
231	Enviromed Services, Inc.	IQC ENVIRONMENTA 437 M & N EASTERN SSST. TESTING #	\$ 2,940.00	9/26/2022	21884
214	Enviromed Services, Inc.	IQC ENVIRONMENTALM492 VALLEY MOLD #135	\$ 1,425.00	9/26/2022	21885
230	Enviromed Services, Inc.	IQC ENVIRONMENTAL ESSEX #28 MOLD #136	\$ 1,415.00	9/26/2022	21886
281	Freeman Companies, LLC	IQC ENVIRONMENTAL WOLFE #24	\$ 3,157.76	9/7/2022 9:53:25 AM	7601
211	Home Depot	211-037	\$ 38.19	9/3/2022	1141211
243	Home Depot	243-006	\$ 16.84	9/3/2022	1141213
243	Home Depot	243-006	\$ 50.38	9/4/2022	13567
211	Home Depot	211-037	\$ 39.68	9/4/2022	141221
243	Home Depot	243-006	\$ 176.80	9/4/2022	141224
232	Home Depot	232-000	\$ 157.41	8/13/2022	2141056
214	Home Depot	All sites	\$ 387.40	9/2/2022	2141201
211	Home Depot	211-037	\$ 37.15	9/2/2022	2141207
214	Home Depot	All sites	\$ 37.08	9/4/2022	22135
211	Home Depot	211-037	\$ 162.42	9/1/2022	3013978
243	Home Depot	243-006	\$ 119.02	9/1/2022	3130781
211	Home Depot	211-037	\$ 155.11	9/1/2022	3141187-1
211	Home Depot	211-035	\$ 827.94	9/1/2022	3141189-1
211	Home Depot	211-037	\$ 122.15	9/1/2022	3141193
243	Home Depot	243-006	\$ 116.56	8/31/2022	4012746

214	Home Depot	214-035	\$	106.07	8/31/2022	4012758
214	Home Depot	214-035	\$	113.06	8/31/2022	4012830
211	Home Depot	211-037	\$	228.74	8/31/2022	4141179
211	Home Depot	211-037	\$	184.14	8/31/2022	4141181-1
211	Home Depot	211-037	\$	708.78	8/31/2022	4141182-1
211	Home Depot	211-037	\$	64.50	8/31/2022	4141183
243	Home Depot	243-006	\$	308.50	8/31/2022	4141184
211	Home Depot	211-037	\$	299.16	9/6/2022	8013939
211	Home Depot	211-035	\$	642.75	8/27/2022	8141148-1
211	Housing Authority Risk Retention Group, Inc	211-037	\$	314.04	7/31/2022	
214	Housing Authority Risk Retention Group, Inc	214-035	\$	296.53	7/31/2022	
220	Housing Authority Risk Retention Group, Inc	220-012	\$	176.40	7/31/2022	
230	Housing Authority Risk Retention Group, Inc	230-023	\$	233.50	7/31/2022	
233	Housing Authority Risk Retention Group, Inc	233-023	\$	336.00	7/31/2022	
281	Housing Authority Risk Retention Group, Inc	281-000	\$	1,125.00	7/31/2022	
281	Housing Authority Risk Retention Group, Inc	Reimbursable Deductibles for June 2022	\$	2,664.66	7/31/2022	
281	LaToya Mills	Reimbursement for parking at Audobon Aug 2022	\$	6.75	9/30/2022	Reimbursement For Pa
281	Maria Carmona	Food & Mileage for National FSS Conference 2022	\$	420.13	9/30/2022	FSS Conference 2022
950	Mechanical Heating and Air Conditioning, Inc	Lashawn McCoy capital improvement allowance	\$	9,827.00	9/25/2022	SEHOP account
223	Nobe Construction Company	VACANCIES BUILDING #1	\$	2,783.00	9/1/2022	ELMCIT-0023 BLDG
231	Nobe Construction Company	VACANCIES RESIDENTAL #1	\$	5,397.00	9/1/2022	ELMCIT-0024 RESI
214	Nobe Construction Company	VACANCIES RESIDENTAL #21	\$	1,126.00	9/25/2022	ELMCIT-0025 RESI
214	Nobe Construction Company	214-035 VACANT UNIT BOARD UP	\$	15,000.00	9/1/2022	ELMCIT-0026
220	Nobe Construction Company	VACANCIES BUILDING #2	\$	7,215.00	9/25/2022	ELMCIT-0026 BLDG
214	Nobe Construction Company	214-035 VACANT UNIT BOARD UP	\$	6,150.00	9/1/2022	ELMCIT-0038
958	Novogradac & Company LLP	985-000	\$	65.00	9/29/2022	10562281
958	Novogradac & Company LLP	958-000	\$	160.00	9/29/2022	10562282
958	Novogradac & Company LLP	958-000	\$	95.00	9/29/2022	10562283
958	Novogradac & Company LLP	958-000	\$	95.00	9/29/2022	10562284
958	Novogradac & Company LLP	958-000	\$	65.00	9/29/2022	10562285
958	Novogradac & Company LLP	958-000	\$	65.00	9/29/2022	10562286
958	Novogradac & Company LLP	958-000	\$	95.00	9/29/2022	10562287
958	Novogradac & Company LLP	958-000	\$	65.00	9/29/2022	10562288
958	Novogradac & Company LLP	958-000	\$	95.00	9/29/2022	10562290
958	Online Information Services, Inc	958-000	\$	336.72	9/7/2022 4:53:19 PM	1145068
954	Sheree Hunter	Graduated from CARES Program	\$	8,200.00	9/9/2022	CARES account
211	Solar Youth Inc.	Solar Youth-West Rock May 2022	\$	6,888.10	9/30/2022	MAY 2022-
220	Southern Connecticut Gas	220-012 PARK	\$	738.75	9/23/2022	220-012 CCF 1240.284
232	Southern Connecticut Gas	232-000 COUNTY	\$	116.26	9/23/2022	232-000 CCF 42
281	Standard Insurance Company.	281-30	\$	1,881.99	9/14/2022	August 2022
281	Standard Insurance Company.	281-30	\$	4,215.01	9/14/2022	August 2022
281	Standard Insurance Company.	Long-Term disability/Short Term disability/AD/D&Li	\$	3,433.80	9/14/2022	August 2022
958	Standard Insurance Company.	Vision Coverage	\$	477.04	10/1/2022	September

938	Sylva Developers, LLC	Financial Underwriter McConughy 4%	\$ 47.50	9/3/2022	18-McConaughy 4%
938	Sylva Developers, LLC	Financial Underwriter McConaughy 9%	\$ 617.50	9/3/2022	18-McConugy 9%
960	Sylva Developers, LLC	Financial Underwriter St. Lukes	\$ 1,852.50	9/3/2022	18-St, Lukes
283	United Illuminating	283	\$ 786.70	9/23/2022	283/859 237000
281	WebHouse Inc	CLOUD HOSTING 03/31/2022	\$ 350.00	3/31/2022	HANH-033120222
281	WebHouse Inc	CLOUD HOSTING 04/30/2022	\$ 350.00	5/1/2022	HANH-04302022
281	WebHouse Inc	CLOUD HOSTING 05/31/2022	\$ 350.00	5/31/2022	HANH-05312022
281	WebHouse Inc	CLOUD HOSTING 06/30/2022	\$ 350.00	7/1/2022	HANH-06302022
281	WebHouse Inc	CLOUD HOSTING 07/31/2022	\$ 350.00	7/31/2022	HANH-07312022
281	WebHouse Inc	CLOUD HOSTING 08302022	\$ 350.00	8/31/2022	HANH-08312022
281	Yale New Haven Hospital	EE Emaminations 2022	\$ 197.00	8/17/2022	651479
215	Yale Termite & Pest Elimination Corp.	215-029	\$ 195.60	6/30/2022	249447

Total	\$ 169,377.64
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Type	Check No.	DD No.	Date	Amount	Status	Void Date	Recorded Payee
DD	174833	27811	08/01/2022	\$ (124.00)	Posted		Adrienne Simpson
DD	174834	27812	08/01/2022	\$ (36.00)	Posted		Afrika Lynette Canady
DD	174835	27813	08/01/2022	\$ (56.00)	Posted		Alice J. Foskey
DD	174836	27814	08/01/2022	\$ (164.00)	Posted		Ana Falero
DD	174837	27815	08/01/2022	\$ (49.00)	Posted		Arriana Santana
DD	174838	27816	08/01/2022	\$ (49.00)	Posted		Artavia Boone
DD	174839	27817	08/01/2022	\$ (49.00)	Posted		Ayshnee Butler
DD	174840	27818	08/01/2022	\$ (132.00)	Posted		Brenda Leisa Dickey
DD	174841	27819	08/01/2022	\$ (132.00)	Posted		Brenda Sparks
DD	174842	27820	08/01/2022	\$ (136.00)	Posted		Brittany Cox
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DD	0	27923	08/01/2022	\$ (24,606.91)	Posted		Brookside 1 Associates LLC
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DD	174844	27822	08/01/2022	\$ (169.00)	Posted		Carle Washington
DD	174845	27823	08/01/2022	\$ (52.00)	Posted		Carmen Lozada
DD	174846	27824	08/01/2022	\$ (124.00)	Posted		Carol Suggs
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DD	174848	27826	08/01/2022	\$ (169.00)	Posted		Cassandra Moore
DD	174849	27827	08/01/2022	\$ (124.00)	Posted		Chanel Highsmith
DD	174850	27828	08/01/2022	\$ (56.00)	Posted		Chantel Whitehead
DD	174851	27829	08/01/2022	\$ (106.00)	Posted		Ciera S Lewis
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DD	174887	27863	08/01/2022	\$ (56.00)	Posted		Maria L Correa

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Check	174995	0	08/01/2022	\$ (1,438.96)	Posted	United Illuminating
Check	174996	0	08/01/2022	\$ (1,525.12)	Posted	United Illuminating
Check	174997	0	08/01/2022	\$ (16,237.37)	Posted	United Illuminating
Check	174998	0	08/01/2022	\$ (73.11)	Posted	United Illuminating
DD	174943	27916	08/01/2022	\$ (99.00)	Posted	Valeka Williams
DD	174944	27917	08/01/2022	\$ (112.00)	Posted	Vanessa Myers
DD	174945	27918	08/01/2022	\$ (106.00)	Posted	Victoria C Allen
Check	174954	0	08/01/2022	\$ (264.47)	Posted	Water Pollution Control
Check	174963	0	08/01/2022	\$ (2,182.73)	Posted	Water Pollution Control
Check	174964	0	08/01/2022	\$ (5,038.19)	Posted	Water Pollution Control
Check	174965	0	08/01/2022	\$ (17,388.96)	Posted	Water Pollution Control
Check	174966	0	08/01/2022	\$ (17,543.56)	Posted	Water Pollution Control
Check	174967	0	08/01/2022	\$ (3,337.26)	Posted	Water Pollution Control
Check	174968	0	08/01/2022	\$ (4,865.59)	Posted	Water Pollution Control
Check	174969	0	08/01/2022	\$ (5,486.65)	Posted	Water Pollution Control
Check	174970	0	08/01/2022	\$ (2,015.95)	Posted	Water Pollution Control
Check	174971	0	08/01/2022	\$ (7,158.73)	Posted	Water Pollution Control
Check	174972	0	08/01/2022	\$ (103.51)	Posted	Water Pollution Control
Check	174973	0	08/01/2022	\$ (18,309.99)	Posted	Water Pollution Control
DD	174946	27919	08/01/2022	\$ (41.00)	Posted	Yolanda Marte
DD	174947	27920	08/01/2022	\$ (99.00)	Posted	Yvette Gray
DD	174948	27921	08/01/2022	\$ (16.00)	Posted	Zaira Leticia Salinas Ramos
Check	174949	0	08/01/2022	\$ (56.00)	Posted	Zulady Alicea-Reyes
DD	0	27931	08/02/2022	\$ (1,382.90)	Posted	Cohen Key Shop
Check	175000	0	08/02/2022	\$ (67.55)	Posted	De Lage Landen Financial Services, Inc
Check	175001	0	08/02/2022	\$ (689.45)	Posted	Frontier Communications of Company
Check	175012	0	08/02/2022	\$ (90.87)	Posted	HD Supply Facilities Maintenance, Ltd
DD	0	27932	08/02/2022	\$ (1,723.77)	Posted	Home Services & More, LLC
Check	175013	0	08/02/2022	\$ (240.00)	Posted	Jaiden M Gonzalez Quiles
DD	0	27933	08/02/2022	\$ (975.15)	Posted	Jana Douglas
Check	175014	0	08/02/2022	\$ (400.00)	Posted	Jordan Cunningham
Check	175015	0	08/02/2022	\$ (440.00)	Posted	Kendrick Smith Jr
Check	175016	0	08/02/2022	\$ (240.00)	Posted	Keron Morrison Jr
DD	0	27929	08/02/2022	\$ (13,312.50)	Posted	KJR Consulting
Check	175017	0	08/02/2022	\$ (180.00)	Posted	Lamont A. Solomon
Check	175002	0	08/02/2022	\$ (2,871.60)	Posted	Laz Parking
Check	175018	0	08/02/2022	\$ (240.00)	Posted	MyAsia Robinson
Check	175019	0	08/02/2022	\$ (3,747.00)	Posted	New Haven Village Suites
DD	0	27930	08/02/2022	\$ (134.28)	Posted	Ringcentral, Inc
Check	175020	0	08/02/2022	\$ (240.00)	Posted	S'ence Thomas
Check	175003	0	08/02/2022	\$ (13,277.68)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175004	0	08/02/2022	\$ (4.20)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC

Check	175005	0	08/02/2022	\$ (1,558.94)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175006	0	08/02/2022	\$ (358.89)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175007	0	08/02/2022	\$ (7,953.16)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175008	0	08/02/2022	\$ (1,002.37)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175009	0	08/02/2022	\$ (1,533.68)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175010	0	08/02/2022	\$ (1,341.64)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175011	0	08/02/2022	\$ (1,375.27)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175021	0	08/02/2022	\$ (240.00)	Posted	Tewayne Yarbrough Jr.
Check	175022	0	08/02/2022	\$ (180.00)	Posted	Torese Turner Jr
Check	175023	0	08/02/2022	\$ (180.00)	Posted	Zarquis Sanders
Check	175029	0	08/03/2022	\$ (7,610.24)	Posted	City of New Haven
Check	175030	0	08/03/2022	\$ (27,238.91)	Posted	City of New Haven
Check	175024	0	08/03/2022	\$ (25.00)	Posted	Francisco Santos
Check	175028	0	08/03/2022	\$ (721.05)	Posted	HD Supply Facilities Maintenance, Ltd
Check	175031	0	08/03/2022	\$ (3,725.61)	Posted	Hearst Media Services Connecticut, LLC
DD	0	27934	08/03/2022	\$ (190.00)	Posted	Home Services & More, LLC
Check	175026	0	08/03/2022	\$ (25.00)	Posted	James Lee
Check	175025	0	08/03/2022	\$ (25.00)	Posted	James Lee
Check	175027	0	08/03/2022	\$ (50.00)	Posted	Janice Cash
DD	0	27935	08/03/2022	\$ (2,400.00)	Posted	Magen, LLC
Check	175032	0	08/03/2022	\$ (2,059.87)	Posted	Verizon Wireless
Check	175033	0	08/03/2022	\$ (3,373.57)	Posted	Verizon Wireless
Check	175034	0	08/03/2022	\$ (3,401.69)	Posted	Verizon Wireless
Check	175050	0	08/04/2022	\$ (167.55)	Posted	Aramark Refreshment Services
Check	175051	0	08/04/2022	\$ (2,084.55)	Posted	Aramark Refreshment Services
DD	0	27936	08/04/2022	\$ (1,871.46)	Posted	Infoshred, LLC
Check	175052	0	08/04/2022	\$ (840.95)	Posted	Johnson Controls Inc
DD	0	27939	08/04/2022	\$ (565.00)	Posted	La Voz Hispana Newsprint
DD	0	27937	08/04/2022	\$ (3,990.00)	Posted	O.T.W. Graffiti Removal Specialists, LLC
DD	0	27938	08/04/2022	\$ (5,088.00)	Posted	Pride Cleaning Pros, LLC
Check	175035	0	08/04/2022	\$ (195.05)	Posted	Southern Connecticut Gas
Check	175037	0	08/04/2022	\$ (438.40)	Posted	Southern Connecticut Gas
Check	175038	0	08/04/2022	\$ (682.17)	Posted	Southern Connecticut Gas
Check	175039	0	08/04/2022	\$ (71.99)	Posted	Southern Connecticut Gas
Check	175040	0	08/04/2022	\$ (688.76)	Posted	Southern Connecticut Gas
Check	175041	0	08/04/2022	\$ (15.64)	Posted	Southern Connecticut Gas
Check	175042	0	08/04/2022	\$ (348.01)	Posted	Southern Connecticut Gas
Check	175043	0	08/04/2022	\$ (1,529.81)	Posted	Southern Connecticut Gas
Check	175044	0	08/04/2022	\$ (798.62)	Posted	Southern Connecticut Gas
Check	175045	0	08/04/2022	\$ (40.71)	Posted	Southern Connecticut Gas
Check	175046	0	08/04/2022	\$ (1,272.24)	Posted	Southern Connecticut Gas
Check	175047	0	08/04/2022	\$ (281.59)	Posted	Southern Connecticut Gas
Check	175048	0	08/04/2022	\$ (663.06)	Posted	Southern Connecticut Gas
Check	175049	0	08/04/2022	\$ (15.70)	Posted	Southern Connecticut Gas
DD	0	27940	08/04/2022	\$ (4,704.76)	Posted	United Mechanical Resources Inc.
Check	175036	0	08/04/2022	\$ (275.08)	Posted	W.B. Mason Company Inc
DD	0	27942	08/05/2022	\$ (1,415.00)	Posted	Enviromed Services, Inc.
DD	0	27941	08/05/2022	\$ (1,654.76)	Posted	Housing Authority of the City of New Haven
Check	175053	0	08/05/2022	\$ (481.30)	Posted	Robin Miller-Godwin
Check	175054	0	08/08/2022	\$ (12,050.00)	Posted	Ace Van & Storage, Inc.
Check	175063	0	08/08/2022	\$ (2,027.19)	Posted	Aramark Refreshment Services
DD	0	27943	08/08/2022	\$ (8,000.00)	Posted	Christopher Williams Architects, LLC
Check	175064	0	08/08/2022	\$ (317.40)	Posted	Corporate Mailing Services LLC
DD	0	27950	08/08/2022	\$ (109.00)	Posted	Eagle Leasing Company
DD	0	27944	08/08/2022	\$ (17,130.00)	Posted	Enviromed Services, Inc.
DD	0	27945	08/08/2022	\$ (5,547.08)	Posted	Freeman Companies, LLC
Check	175055	0	08/08/2022	\$ (2,300.00)	Posted	Hands On Moving, LLC
Check	175065	0	08/08/2022	\$ (23,959.15)	Posted	Home Depot
Check	175066	0	08/08/2022	\$ (19,144.99)	Posted	Home Depot
DD	0	27951	08/08/2022	\$ (35.00)	Posted	Infoshred, LLC
Check	175056	0	08/08/2022	\$ (47,147.61)	Posted	J.A. Rosa Construction LLC
Check	175067	0	08/08/2022	\$ (191.25)	Posted	Novogradac & Company LLP
Check	175068	0	08/08/2022	\$ (2,710.00)	Posted	QUADIENT, INC.
DD	0	27946	08/08/2022	\$ (1,380.00)	Posted	Silver, Petrucelli & Associates, Inc.
DD	0	27952	08/08/2022	\$ (3,496.00)	Posted	U.S. Inspection Group, INC
Check	175078	0	08/09/2022	\$ (215.03)	Posted	Cincinnati Copiers, Inc
Check	175079	0	08/09/2022	\$ (591.34)	Posted	Comcast Cable
Check	175070	0	08/09/2022	\$ (700.00)	Posted	Conn NAHRO

Check	175069	0	08/09/2022	\$ (700.00)	Posted		Conn NAHRO
Check	175071	0	08/09/2022	\$ (189.25)	Posted		Coreen Toussaint
Check	175080	0	08/09/2022	\$ (581.82)	Posted		Frontier Communications of Company
Check	175081	0	08/09/2022	\$ (69.32)	Posted		Frontier Communications of Company
Check	175082	0	08/09/2022	\$ (74.12)	Posted		Frontier Communications of Company
Check	175072	0	08/09/2022	\$ (189.25)	Posted		Lashanda L Jones
Check	175083	0	08/09/2022	\$ (189.25)	Posted		Michelle Phillips Sharif
Check	175084	0	08/09/2022	\$ (189.25)	Posted		Olga Zweeres
Check	175085	0	08/09/2022	\$ (548.55)	Posted		Olga Zweeres
Check	175073	0	08/09/2022	\$ (5,822.23)	Posted		Regional Water Authority
Check	175074	0	08/09/2022	\$ (888.47)	Posted		Southern Connecticut Gas
Check	175077	0	08/09/2022	\$ (3,858.88)	Posted		United Illuminating
Check	175076	0	08/09/2022	\$ (2,969.94)	Posted		United Illuminating
Check	175075	0	08/09/2022	\$ (608.71)	Posted		United Illuminating
DD	0	27953	08/10/2022	\$ (11,023.54)	Posted		Carahsoft Technology Corporation
Check	175086	0	08/10/2022	\$ (1,839.47)	Posted		City of New Haven
Check	175087	0	08/10/2022	\$ (344.00)	Posted		Online Information Services, Inc
DD	0	27954	08/10/2022	\$ -	Posted	08/10/2022	Tasha Snipes
DD	0	27958	08/11/2022	\$ (10,835.35)	Posted		360 Management Group. Co.
DD	0	27962	08/11/2022	\$ (3,146.19)	Posted		360 Management Group. Co.
DD	0	27963	08/11/2022	\$ (1,601.04)	Posted		360 Management Group. Co.
DD	0	27964	08/11/2022	\$ (183,136.68)	Posted		360 Management Group. Co.
DD	0	27967	08/11/2022	\$ (7,301.02)	Posted		360 Management Group. Co.
Check	175103	0	08/11/2022	\$ (4,958.50)	Posted		AM/PM Glass & Metal Fab., LLC
Check	175139	0	08/11/2022	\$ (1,808.00)	Posted		AM/PM Glass & Metal Fab., LLC
Check	175088	0	08/11/2022	\$ (10,591.94)	Posted		Anthem Blue Cross/Blue Shield
DD	0	27955	08/11/2022	\$ (9,627.96)	Posted		Cdw Government Inc
Check	175089	0	08/11/2022	\$ (144,859.00)	Posted		Cirma
DD	0	27968	08/11/2022	\$ (294.80)	Posted		Cohen Key Shop
Check	175140	0	08/11/2022	\$ (5,000.00)	Posted		Columbus House, Inc
Check	175091	0	08/11/2022	\$ -	Posted	08/23/2022	Corporate Mailing Services LLC
Check	175090	0	08/11/2022	\$ (291.73)	Posted		Corporate Mailing Services LLC
DD	0	27969	08/11/2022	\$ (8,724.63)	Posted		Crumbie Law Group, LLC
Check	175104	0	08/11/2022	\$ (1,762.50)	Posted		CT Grant Writers, LLC
Check	175159	0	08/11/2022	\$ (63.80)	Posted		Dale Dibenedetto
Check	175160	0	08/11/2022	\$ (189.25)	Posted		Dale Dibenedetto
Check	175105	0	08/11/2022	\$ (750.00)	Posted		Eagle Elevator Company, Inc.
DD	0	27959	08/11/2022	\$ (156,409.00)	Posted		Emphasys Computer Solutions
Check	175106	0	08/11/2022	\$ (1,725.68)	Posted		F.W. Webb Company
Check	175141	0	08/11/2022	\$ (479.32)	Posted		F.W. Webb Company
Check	175107	0	08/11/2022	\$ (15,411.99)	Posted		G.L. Capasso, Inc
Check	175092	0	08/11/2022	\$ (74.10)	Posted		HD Supply Facilities Maintenance, Ltd
Check	175093	0	08/11/2022	\$ (464.41)	Posted		Home Depot
Check	175108	0	08/11/2022	\$ (1,803.76)	Posted		Home Depot
DD	0	27965	08/11/2022	\$ (197.00)	Posted		Home Services & More, LLC
DD	0	27974	08/11/2022	\$ (2,864.90)	Posted		Home Services & More, LLC
Check	175127	0	08/11/2022	\$ (5,000.00)	Posted		Honda Smith
DD	0	27956	08/11/2022	\$ (2,700.00)	Posted		Housing Development Fund, Inc.
DD	0	27970	08/11/2022	\$ (25.00)	Posted		Infoshred, LLC
Check	175128	0	08/11/2022	\$ (240.00)	Posted		Jaiden M Gonzalez Quiles
Check	175138	0	08/11/2022	\$ (900.00)	Posted		Jerraya D Prince
Check	175109	0	08/11/2022	\$ (4,403.97)	Posted		Johnson Controls Inc
Check	175129	0	08/11/2022	\$ (400.00)	Posted		Jordan Cunningham
Check	175130	0	08/11/2022	\$ (400.00)	Posted		Kendrick Smith Jr
Check	175131	0	08/11/2022	\$ (120.00)	Posted		Keron Morrison Jr
DD	0	27960	08/11/2022	\$ (1,220.00)	Posted		Kone Inc.
DD	0	27975	08/11/2022	\$ (1,900.00)	Posted		La Voz Hispana Newsprint
Check	175132	0	08/11/2022	\$ (240.00)	Posted		Lamont A. Solomon
DD	0	27971	08/11/2022	\$ (3,898.02)	Posted		Mechanical Heating and Air Conditioning, Inc
DD	0	27976	08/11/2022	\$ (957.00)	Posted		Mechanical Heating and Air Conditioning, Inc
DD	0	27972	08/11/2022	\$ (2,400.00)	Posted		Moore's Yard Care
Check	175133	0	08/11/2022	\$ (240.00)	Posted		MyAsia Robinson
Check	175110	0	08/11/2022	\$ (36.27)	Posted		Network Electric And Security Systems, LLC
DD	0	27957	08/11/2022	\$ (287.15)	Posted		New Horizon Communications Corp
Check	175142	0	08/11/2022	\$ (5,116.50)	Posted		New Reach, Inc.
DD	0	27973	08/11/2022	\$ (2,600.00)	Posted		Nobe Construction Company
Check	175111	0	08/11/2022	\$ (1,935.42)	Posted		Novogradac & Company LLP
Check	175095	0	08/11/2022	\$ (31,503.33)	Posted		Oxford Health Plans, LLC

DD	0	27961	08/11/2022	\$ (13,275.00)	Posted		Rubino Enterprises LLC
Check	175134	0	08/11/2022	\$ (240.00)	Posted		S'ence Thomas
Check	175096	0	08/11/2022	\$ (229.55)	Posted		Southern Connecticut Gas
Check	175099	0	08/11/2022	\$ (1,354.27)	Posted		Southern Connecticut Gas
Check	175100	0	08/11/2022	\$ (1,118.15)	Posted		Southern Connecticut Gas
Check	175101	0	08/11/2022	\$ (463.14)	Posted		Southern Connecticut Gas
Check	175102	0	08/11/2022	\$ (52.26)	Posted		Southern Connecticut Gas
Check	175112	0	08/11/2022	\$ (24.36)	Posted		Southern Connecticut Gas
Check	175113	0	08/11/2022	\$ (764.49)	Posted		Southern Connecticut Gas
Check	175114	0	08/11/2022	\$ (508.62)	Posted		Southern Connecticut Gas
Check	175115	0	08/11/2022	\$ (595.86)	Posted		Southern Connecticut Gas
Check	175116	0	08/11/2022	\$ (520.12)	Posted		Southern Connecticut Gas
Check	175117	0	08/11/2022	\$ (633.57)	Posted		Southern Connecticut Gas
Check	175118	0	08/11/2022	\$ (453.80)	Posted		Southern Connecticut Gas
Check	175119	0	08/11/2022	\$ (55.62)	Posted		Southern Connecticut Gas
Check	175120	0	08/11/2022	\$ (484.28)	Posted		Southern Connecticut Gas
Check	175121	0	08/11/2022	\$ (814.56)	Posted		Southern Connecticut Gas
Check	175122	0	08/11/2022	\$ (537.58)	Posted		Southern Connecticut Gas
Check	175143	0	08/11/2022	\$ (850.33)	Posted		Southern Connecticut Gas
Check	175144	0	08/11/2022	\$ (207.35)	Posted		Southern Connecticut Gas
Check	175145	0	08/11/2022	\$ (525.38)	Posted		Southern Connecticut Gas
Check	175146	0	08/11/2022	\$ (603.09)	Posted		Southern Connecticut Gas
Check	175147	0	08/11/2022	\$ (722.44)	Posted		Southern Connecticut Gas
Check	175148	0	08/11/2022	\$ (378.53)	Posted		Southern Connecticut Gas
Check	175149	0	08/11/2022	\$ (669.03)	Posted		Southern Connecticut Gas
Check	175150	0	08/11/2022	\$ (1,117.71)	Posted		Southern Connecticut Gas
Check	175151	0	08/11/2022	\$ (216.38)	Posted		Southern Connecticut Gas
Check	175152	0	08/11/2022	\$ (295.55)	Posted		Southern Connecticut Gas
Check	175153	0	08/11/2022	\$ (121.65)	Posted		Southern Connecticut Gas
Check	175154	0	08/11/2022	\$ (94.84)	Posted		Southern Connecticut Gas
Check	175155	0	08/11/2022	\$ (405.67)	Posted		Southern Connecticut Gas
Check	175156	0	08/11/2022	\$ (949.18)	Posted		Southern Connecticut Gas
Check	175157	0	08/11/2022	\$ (265.38)	Posted		Southern Connecticut Gas
Check	175135	0	08/11/2022	\$ (240.00)	Posted		Tewayne Yarbrough Jr.
Check	175123	0	08/11/2022	\$ (64.00)	Posted		Torello Tire Inc.
Check	175136	0	08/11/2022	\$ (240.00)	Posted		Torese Turner Jr
Check	175097	0	08/11/2022	\$ (13,627.51)	Posted		United Illuminating
Check	175124	0	08/11/2022	\$ (8,297.32)	Posted		United Illuminating
Check	175125	0	08/11/2022	\$ (9,845.61)	Posted		United Illuminating
Check	175158	0	08/11/2022	\$ (18.32)	Posted		United Illuminating
DD	0	27966	08/11/2022	\$ (2,552.50)	Posted		United Mechanical Resources Inc.
Check	175094	0	08/11/2022	\$ (164.00)	Posted		United Site Servcies Northeast, Inc
Check	175126	0	08/11/2022	\$ (2,128.00)	Posted		W.B. Mason Company Inc
Check	175098	0	08/11/2022	\$ (195.60)	Posted		Yale Termite & Pest Elimination Corp.
Check	175137	0	08/11/2022	\$ (300.00)	Posted		Zarquis Sanders
Check	175161	0	08/12/2022	\$ (50.00)	Posted		Alma Keys
Check	175179	0	08/12/2022	\$ (5,133.00)	Posted		AVT Construction Inc
Check	175193	0	08/12/2022	\$ (2,023.00)	Posted		Best Western Executive Hotel
DD	0	27985	08/12/2022	\$ (547.86)	Posted		Carahsoft Technology Corporation
DD	0	27977	08/12/2022	\$ (1,217.10)	Posted		Cohen Key Shop
Check	175197	0	08/12/2022	\$ (852.36)	Posted		Comcast Cable
Check	175162	0	08/12/2022	\$ (4,147.00)	Posted		Conn NAHRO
Check	175163	0	08/12/2022	\$ (25.00)	Posted		Cynthia N Rogers
DD	0	27978	08/12/2022	\$ (1,732.50)	Posted		Gilson Software Solutions - PHA, LLC.
Check	175180	0	08/12/2022	\$ (10,646.08)	Posted		Glendower Farnam Courts 1 LLC
Check	175181	0	08/12/2022	\$ (5,009.92)	Posted		Glendower Farnam Courts II 4%, LLC
DD	0	27979	08/12/2022	\$ (275.00)	Posted		Holly A Bryk
Check	175164	0	08/12/2022	\$ -	Posted	08/31/2022	Home Depot
Check	175198	0	08/12/2022	\$ (3,789.59)	Posted		Home Depot
DD	0	27986	08/12/2022	\$ (8,866.48)	Posted		Home Services & More, LLC
DD	0	27987	08/12/2022	\$ (204.00)	Posted		Housing Authority of the City of New Haven
DD	0	27988	08/12/2022	\$ (105.00)	Posted		Infoshred, LLC
Check	175165	0	08/12/2022	\$ (16,955.80)	Posted		Johnson Controls Inc
Check	175182	0	08/12/2022	\$ (376.68)	Posted		Johnson Controls US Holdings LLC
Check	175183	0	08/12/2022	\$ (720.00)	Posted		Johnson Controls US Holdings LLC
Check	175184	0	08/12/2022	\$ (720.00)	Posted		Johnson Controls US Holdings LLC
Check	175166	0	08/12/2022	\$ (25.00)	Posted		Juanita Furlow
Check	175167	0	08/12/2022	\$ (29.88)	Posted		Kimberly Johansen

DD	0	27980	08/12/2022	\$ (11,700.00)	Posted		KJR Consulting
DD	0	27989	08/12/2022	\$ (305.00)	Posted		Kone Inc.
DD	0	27990	08/12/2022	\$ (1,979.70)	Posted		Kone Inc.
DD	0	27991	08/12/2022	\$ (915.00)	Posted		Kone Inc.
Check	175192	0	08/12/2022	\$ (555.18)	Posted		Kramden Enterprises, Inc/dba Eli's on Whitney
DD	0	27981	08/12/2022	\$ (565.00)	Posted		La Voz Hispana Newsprint
Check	175191	0	08/12/2022	\$ (8,614.80)	Posted		Laz Parking
DD	0	27982	08/12/2022	\$ (25.00)	Posted		Mabel L Carroll
Check	175168	0	08/12/2022	\$ (241.25)	Posted		Melody Ramos
Check	175190	0	08/12/2022	\$ (548.55)	Posted		Michelle Phillips Sharif
Check	175169	0	08/12/2022	\$ (79.00)	Posted		Online Information Services, Inc
Check	175185	0	08/12/2022	\$ (560.00)	Posted		Online Information Services, Inc
DD	0	27983	08/12/2022	\$ (2,823.75)	Posted		Otis Elevator Company
DD	0	27984	08/12/2022	\$ (2,280.00)	Posted		Penfield Communications
Check	175186	0	08/12/2022	\$ (1,188.32)	Posted		Skyview Ridgefield LLC
Check	175175	0	08/12/2022	\$ (357.38)	Posted		Southern Connecticut Gas
Check	175174	0	08/12/2022	\$ (694.91)	Posted		Southern Connecticut Gas
Check	175173	0	08/12/2022	\$ (84.57)	Posted		Southern Connecticut Gas
Check	175172	0	08/12/2022	\$ (301.75)	Posted		Southern Connecticut Gas
Check	175171	0	08/12/2022	\$ (774.15)	Posted		Southern Connecticut Gas
Check	175170	0	08/12/2022	\$ (25.00)	Posted		Southern Connecticut Gas
Check	175176	0	08/12/2022	\$ (2,293.83)	Posted		Stanley Convergent Security Solutions, Inc.
Check	175187	0	08/12/2022	\$ (10,768.21)	Posted		Stanley Convergent Security Solutions, Inc.
Check	175178	0	08/12/2022	\$ (43,173.25)	Posted		United Illuminating
Check	175194	0	08/12/2022	\$ (124.79)	Posted		United Illuminating
Check	175188	0	08/12/2022	\$ (2,106.73)	Posted		Verizon Wireless
Check	175177	0	08/12/2022	\$ (259.60)	Posted		Yale Termite & Pest Elimination Corp.
Check	175189	0	08/12/2022	\$ (5,269.84)	Posted		Yale Termite & Pest Elimination Corp.
Check	175195	0	08/12/2022	\$ (4,039.33)	Posted		Yale Termite & Pest Elimination Corp.
Check	175196	0	08/12/2022	\$ (1,744.27)	Posted		Yale Termite & Pest Elimination Corp.
Check	175210	0	08/15/2022	\$ (500.70)	Posted		AMF Bowling Centers, Inc
Check	175211	0	08/15/2022	\$ (1,334.69)	Posted		CT Bounce House LLC
Check	175212	0	08/15/2022	\$ (400.00)	Posted		Derrick Powell Sr
Check	175199	0	08/15/2022	\$ (2,077.99)	Posted		Home Depot
Check	175201	0	08/15/2022	\$ (2,346.48)	Posted		Home Depot
Check	175202	0	08/15/2022	\$ (5,136.54)	Posted		Home Depot
Check	175203	0	08/15/2022	\$ (2,182.47)	Posted		Home Depot
Check	175205	0	08/15/2022	\$ (1,408.02)	Posted		Home Depot
DD	0	27992	08/15/2022	\$ (4,259.59)	Posted		Home Services & More, LLC
DD	0	27993	08/15/2022	\$ (3,191.00)	Posted		Home Services & More, LLC
DD	0	27994	08/15/2022	\$ (7,196.71)	Posted		Home Services & More, LLC
DD	0	27995	08/15/2022	\$ (98.50)	Posted		Home Services & More, LLC
Check	175213	0	08/15/2022	\$ (450.00)	Posted		Lisa Newbauer Krieger
Check	175214	0	08/15/2022	\$ (2,347.24)	Posted		SLAL Inc dba Old World Pizza Truck
Check	175216	0	08/15/2022	\$ (1,237.72)	Posted		Southern Connecticut Gas
Check	175215	0	08/15/2022	\$ (947.60)	Posted		Southern Connecticut Gas
Check	175208	0	08/15/2022	\$ (23,242.27)	Posted		Stanley Convergent Security Solutions, INC.
Check	175200	0	08/15/2022	\$ (1,482.98)	Posted		Torello Tire Inc.
Check	175217	0	08/15/2022	\$ (8,609.29)	Posted		United Illuminating
Check	175204	0	08/15/2022	\$ (2,375.08)	Posted		Yale Termite & Pest Elimination Corp.
Check	175206	0	08/15/2022	\$ (1,976.11)	Posted		Yale Termite & Pest Elimination Corp.
Check	175207	0	08/15/2022	\$ (3,364.87)	Posted		Yale Termite & Pest Elimination Corp.
Check	175209	0	08/15/2022	\$ (459.66)	Posted		Yale Termite & Pest Elimination Corp.
DD	0	27997	08/16/2022	\$ (2,598.40)	Posted		Afscme Local 713/afscme Council 4
Check	175220	0	08/16/2022	\$ (184.00)	Posted		Afscme Local 818
DD	0	27999	08/16/2022	\$ (60.00)	Posted		AFSCME PEOPLE Committee
DD	0	27998	08/16/2022	\$ (10.00)	Posted		AFSCME PEOPLE Committee
Check	175238	0	08/16/2022	\$ (200.00)	Posted		Al Mccoy Langston
DD	0	28000	08/16/2022	\$ (200.00)	Posted		Alberta W Golden
DD	0	28001	08/16/2022	\$ (200.00)	Posted		Alberta Witherspoon
DD	0	28002	08/16/2022	\$ (200.00)	Posted		Alicia M Spencer
Check	175221	0	08/16/2022	\$ (200.00)	Posted		Angela Dixon
Check	175222	0	08/16/2022	\$ (200.00)	Posted		Annette Yancey
Check	175223	0	08/16/2022	\$ (200.00)	Posted		Armando Fernandez Gonzalez
DD	0	28003	08/16/2022	\$ (200.00)	Posted		Avis Grant
DD	175218	27996	08/16/2022	\$ -	Posted	08/16/2022	Beulah Jones
Check	175219	0	08/16/2022	\$ (1,927.00)	Posted		Beulah Jones
DD	0	28004	08/16/2022	\$ (200.00)	Posted		Billy Ray Mathews

DD	0	28005	08/16/2022	\$ (200.00)	Posted		Brenda J Harris
DD	0	28006	08/16/2022	\$ (200.00)	Posted		Bruce Gatling
DD	0	28034	08/16/2022	\$ (200.00)	Posted		Christy A Pedini
Check	175224	0	08/16/2022	\$ (17,916.60)	Posted		Colonial Life & Accident Insurance
Check	175225	0	08/16/2022	\$ (174.75)	Posted		Corporate Mailing Services LLC
DD	0	28007	08/16/2022	\$ (200.00)	Posted		David Anderson
DD	0	28008	08/16/2022	\$ (200.00)	Posted		Deborah Hudson
DD	0	28035	08/16/2022	\$ (200.00)	Posted		Dennis Nathaniel Jenkins
DD	0	28036	08/16/2022	\$ (200.00)	Posted		Donna Santiago
DD	0	28009	08/16/2022	\$ (200.00)	Posted		Doris J Doward
DD	0	28010	08/16/2022	\$ (200.00)	Posted		Eric D Jowers
Check	175226	0	08/16/2022	\$ (1,823.65)	Posted		Frontier Communications of Company
Check	175239	0	08/16/2022	\$ (167.68)	Posted		Frontier Communications of Company
Check	175240	0	08/16/2022	\$ (200.00)	Posted		Gail Pressley
DD	0	28011	08/16/2022	\$ (200.00)	Posted		Giovanna Latina
DD	0	28012	08/16/2022	\$ (200.00)	Posted		Hector A Lozada-Osorio
Check	175227	0	08/16/2022	\$ (200.00)	Posted		Janet Poole
DD	0	28013	08/16/2022	\$ (200.00)	Posted		Jessica Wilkerson
DD	0	28014	08/16/2022	\$ (200.00)	Posted		Jonathan Stewart
DD	0	28015	08/16/2022	\$ (200.00)	Posted		Judy Cosby
DD	0	28016	08/16/2022	\$ (200.00)	Posted		Keith Davis
DD	0	28037	08/16/2022	\$ (200.00)	Posted		Kelly Nichols
DD	0	28017	08/16/2022	\$ (5,850.00)	Posted		KJR Consulting
DD	0	28038	08/16/2022	\$ (200.00)	Posted		Lagreta Riles
DD	0	28018	08/16/2022	\$ (200.00)	Posted		Lavern Davis
Check	175228	0	08/16/2022	\$ (573.90)	Posted		Legal Shield
DD	0	28019	08/16/2022	\$ (200.00)	Posted		Linda Cross
DD	0	28020	08/16/2022	\$ (200.00)	Posted		Luz E Torres
DD	0	28021	08/16/2022	\$ (200.00)	Posted		Major Banks
DD	0	28022	08/16/2022	\$ (200.00)	Posted		Maritza Baez
DD	0	28039	08/16/2022	\$ (200.00)	Posted		Marta Laboy
Check	175229	0	08/16/2022	\$ (711.65)	Posted		Metropolitan Life Insurance Company USA
DD	0	28023	08/16/2022	\$ (200.00)	Posted		Miguel Avila
DD	0	28024	08/16/2022	\$ (200.00)	Posted		Noraima Avila
DD	0	28025	08/16/2022	\$ (200.00)	Posted		Olivia Lewis
DD	0	28026	08/16/2022	\$ (200.00)	Posted		Patricia Mabry
DD	0	28027	08/16/2022	\$ (200.00)	Posted		Patricia Thorpe
DD	0	28040	08/16/2022	\$ (200.00)	Posted		Paul A Kates
DD	0	28041	08/16/2022	\$ (200.00)	Posted		Pedro Octavio Jimenez
DD	0	28028	08/16/2022	\$ (200.00)	Posted		Perry Lamar Gary
DD	0	28029	08/16/2022	\$ (200.00)	Posted		Ralph Berryman
DD	0	28030	08/16/2022	\$ (200.00)	Posted		Rosemary Morris
Check	175241	0	08/16/2022	\$ (200.00)	Posted		Russell Roberson
DD	0	28031	08/16/2022	\$ (200.00)	Posted		Shantour Jackson
Check	175231	0	08/16/2022	\$ (26.07)	Posted		Southern Connecticut Gas
Check	175230	0	08/16/2022	\$ (444.91)	Posted		Southern Connecticut Gas
DD	0	28042	08/16/2022	\$ (200.00)	Posted		Stevie Jackson
Check	175232	0	08/16/2022	\$ -	Posted	08/17/2022	Tarin Evans
DD	0	28032	08/16/2022	\$ (200.00)	Posted		Teresa Nela Caporale
Check	175236	0	08/16/2022	\$ (95.19)	Posted		United Illuminating
Check	175235	0	08/16/2022	\$ (62.04)	Posted		United Illuminating
Check	175234	0	08/16/2022	\$ (37.09)	Posted		United Illuminating
Check	175233	0	08/16/2022	\$ (74.17)	Posted		United Illuminating
Check	175237	0	08/16/2022	\$ (110.00)	Posted		United Way of Greater New Haven
DD	0	28033	08/16/2022	\$ (200.00)	Posted		Willard E. Ford
Check	175268	0	08/17/2022	\$ (10,312.83)	Posted		Anthem Blue Cross/Blue Shield
Check	175269	0	08/17/2022	\$ (27,238.91)	Posted		City of New Haven
DD	0	28045	08/17/2022	\$ (55.50)	Posted		Cohen Key Shop
Check	175246	0	08/17/2022	\$ (49.90)	Posted		Corporate Mailing Services LLC
Check	175247	0	08/17/2022	\$ (138.10)	Posted		Corporate Mailing Services LLC
Check	175248	0	08/17/2022	\$ (111.97)	Posted		Corporate Mailing Services LLC
Check	175242	0	08/17/2022	\$ (1,018.72)	Posted		Frontier Communications of Company
Check	175244	0	08/17/2022	\$ (1,991.28)	Posted		Frontier Communications of Company
Check	175249	0	08/17/2022	\$ (531.00)	Posted		Gary Hogan
Check	175250	0	08/17/2022	\$ (240.00)	Posted		Jaiden M Gonzalez Quiles
Check	175251	0	08/17/2022	\$ (320.00)	Posted		Jordan Cunningham
Check	175252	0	08/17/2022	\$ (62.83)	Posted		Karen Coleman
DD	0	28046	08/17/2022	\$ (5,000.00)	Posted		Kelly Group Consultants LLC

Check	175253	0	08/17/2022	\$ (200.00)	Posted		Kendrick Smith Jr
Check	175254	0	08/17/2022	\$ (300.00)	Posted		Keron Morrison Jr
DD	0	28043	08/17/2022	\$ (4,425.00)	Posted		KJR Consulting
Check	175255	0	08/17/2022	\$ (180.00)	Posted		Lamont A. Solomon
DD	0	28047	08/17/2022	\$ (72,990.00)	Posted		McCarter & English, LLP
Check	175256	0	08/17/2022	\$ (240.00)	Posted		My'Asia Robinson
Check	175257	0	08/17/2022	\$ (117.87)	Posted		Regional Water Authority
Check	175258	0	08/17/2022	\$ (64.65)	Posted		Regional Water Authority
Check	175259	0	08/17/2022	\$ (160.77)	Posted		Regional Water Authority
Check	175260	0	08/17/2022	\$ (360.00)	Posted		Regional Water Authority
Check	175261	0	08/17/2022	\$ (240.00)	Posted		S'ence Thomas
DD	0	28044	08/17/2022	\$ (11,750.00)	Posted		Serena Neal-Sanjurjo
Check	175245	0	08/17/2022	\$ (500.00)	Posted		Tarin Evans
Check	175262	0	08/17/2022	\$ (180.00)	Posted		Tewayne Yarbrough Jr.
Check	175263	0	08/17/2022	\$ (240.00)	Posted		Torese Turner Jr
Check	175264	0	08/17/2022	\$ (203.76)	Posted		United Illuminating
Check	175265	0	08/17/2022	\$ (7.89)	Posted		United Illuminating
Check	175266	0	08/17/2022	\$ (58.12)	Posted		United Illuminating
Check	175243	0	08/17/2022	\$ (332.00)	Posted		Wilma Rivera
Check	175267	0	08/17/2022	\$ (240.00)	Posted		Zarquis Sanders
Check	175270	0	08/18/2022	\$ (100.00)	Posted		City of New Haven
DD	0	28048	08/18/2022	\$ (66.50)	Posted		Cohen Key Shop
Check	175274	0	08/18/2022	\$ (402.16)	Posted		Comcast Cable
Check	175273	0	08/18/2022	\$ (552.34)	Posted		Comcast Cable
Check	175272	0	08/18/2022	\$ (115.07)	Posted		Comcast Cable
Check	175271	0	08/18/2022	\$ (413.95)	Posted		Comcast Cable
Check	175275	0	08/18/2022	\$ (22.00)	Posted		Daniel Ramos
DD	0	28049	08/18/2022	\$ (2,802.50)	Posted		Ed The Treeman
Check	175276	0	08/18/2022	\$ (865.00)	Posted		Frankson Fence Company
Check	175277	0	08/18/2022	\$ (1,920.00)	Posted		G.L. Capasso, Inc
Check	175278	0	08/18/2022	\$ (320.84)	Posted		Home Depot
DD	0	28050	08/18/2022	\$ (1,857.50)	Posted		Home Services & More, LLC
Check	175279	0	08/18/2022	\$ (56,532.95)	Posted		McCarter & English, LLP
DD	0	28051	08/18/2022	\$ (17,640.00)	Posted		McCarter & English, LLP
Check	175280	0	08/18/2022	\$ (7,083.17)	Posted		Quadient Finance USA, INC
Check	175288	0	08/18/2022	\$ (1,728.58)	Posted		Regional Water Authority
Check	175287	0	08/18/2022	\$ (804.35)	Posted		Regional Water Authority
Check	175286	0	08/18/2022	\$ (2,230.65)	Posted		Regional Water Authority
Check	175285	0	08/18/2022	\$ (1,266.35)	Posted		Regional Water Authority
Check	175284	0	08/18/2022	\$ (2,515.75)	Posted		Regional Water Authority
Check	175283	0	08/18/2022	\$ (1,832.89)	Posted		Regional Water Authority
Check	175282	0	08/18/2022	\$ (423.10)	Posted		Regional Water Authority
Check	175281	0	08/18/2022	\$ (2,055.54)	Posted		Regional Water Authority
Check	175300	0	08/18/2022	\$ (203.66)	Posted		Regional Water Authority
Check	175299	0	08/18/2022	\$ (857.06)	Posted		Regional Water Authority
Check	175298	0	08/18/2022	\$ (2,001.61)	Posted		Regional Water Authority
Check	175297	0	08/18/2022	\$ (375.48)	Posted		Regional Water Authority
Check	175296	0	08/18/2022	\$ (244.64)	Posted		Regional Water Authority
Check	175295	0	08/18/2022	\$ (622.23)	Posted		Regional Water Authority
Check	175294	0	08/18/2022	\$ (700.62)	Posted		Regional Water Authority
Check	175293	0	08/18/2022	\$ (1,763.28)	Posted		Regional Water Authority
Check	175312	0	08/18/2022	\$ (2,494.04)	Posted		Regional Water Authority
Check	175311	0	08/18/2022	\$ (675.95)	Posted		Regional Water Authority
Check	175310	0	08/18/2022	\$ (671.04)	Posted		Regional Water Authority
Check	175289	0	08/18/2022	\$ (6,835.94)	Posted		Ricoh USA Inc
Check	175309	0	08/18/2022	\$ -	Posted	08/22/2022	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175308	0	08/18/2022	\$ -	Posted	08/22/2022	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175307	0	08/18/2022	\$ -	Posted	08/22/2022	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175306	0	08/18/2022	\$ (340.66)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175305	0	08/18/2022	\$ (419.17)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175304	0	08/18/2022	\$ (501.90)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175303	0	08/18/2022	\$ (1,186.02)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175302	0	08/18/2022	\$ (2,144.94)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175301	0	08/18/2022	\$ (2,046.82)	Posted		Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175292	0	08/18/2022	\$ (1,015.80)	Posted		United Illuminating
Check	175291	0	08/18/2022	\$ (85.86)	Posted		United Illuminating
Check	175290	0	08/18/2022	\$ (85.36)	Posted		United Illuminating
Check	175316	0	08/22/2022	\$ (356.50)	Posted		Canon Solutions America Inc.

Check	175317	0	08/22/2022	\$ (227.96)	Posted	Canon Solutions America Inc.
Check	175315	0	08/22/2022	\$ (312.62)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175314	0	08/22/2022	\$ (385.53)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175313	0	08/22/2022	\$ (546.74)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
DD	0	28053	08/24/2022	\$ (21,722.50)	Posted	360 Management Group. Co.
DD	0	28054	08/24/2022	\$ (57,855.48)	Posted	360 Management Group. Co.
DD	0	28055	08/24/2022	\$ (4,068.66)	Posted	360 Management Group. Co.
Check	175318	0	08/24/2022	\$ (115.65)	Posted	Answer Plus Communications
DD	0	28056	08/24/2022	\$ (398.50)	Posted	Berchem Moses PC
DD	0	28062	08/24/2022	\$ (3,776.00)	Posted	Berchem Moses PC
Check	175319	0	08/24/2022	\$ (591.35)	Posted	Comcast Cable
Check	175340	0	08/24/2022	\$ (1,543.53)	Posted	Comcast Cable
Check	175341	0	08/24/2022	\$ (458.06)	Posted	Comcast Cable
Check	175376	0	08/24/2022	\$ (1,917.08)	Posted	Comcast Cable
Check	175320	0	08/24/2022	\$ (700.00)	Posted	Conn NAHRO
Check	175321	0	08/24/2022	\$ (50.47)	Posted	De Lage Landen Financial Services, Inc
Check	175322	0	08/24/2022	\$ (2,219.15)	Posted	Delta Dental of New Jersey, Inc
DD	0	28057	08/24/2022	\$ (208.00)	Posted	Eagle Leasing Company
Check	175323	0	08/24/2022	\$ (95.00)	Posted	ECC Group I RAD, LLC
DD	0	28058	08/24/2022	\$ (285.00)	Posted	ECC Group III RAD, LLC
DD	0	28059	08/24/2022	\$ (700.00)	Posted	ECC Group IV RAD, LLC
Check	175324	0	08/24/2022	\$ (86.87)	Posted	Federal Express Corp.
Check	175342	0	08/24/2022	\$ (576.05)	Posted	Frontier Communications of Company
Check	175377	0	08/24/2022	\$ (1,219.56)	Posted	Frontier Communications of Company
Check	175325	0	08/24/2022	\$ (855.42)	Posted	Glendower Farnam Courts II 9%, LLC
Check	175328	0	08/24/2022	\$ (761.20)	Posted	HD Supply Facilities Maintenance, Ltd
Check	175329	0	08/24/2022	\$ (321.99)	Posted	HD Supply Facilities Maintenance, Ltd
Check	175326	0	08/24/2022	\$ (155.50)	Posted	HD Supply Facilities Maintenance, Ltd
Check	175327	0	08/24/2022	\$ (276.20)	Posted	HD Supply Facilities Maintenance, Ltd
Check	175343	0	08/24/2022	\$ (14,478.28)	Posted	HD Supply Facilities Maintenance, Ltd
DD	0	28060	08/24/2022	\$ (808.30)	Posted	Housing Authority of the City of New Haven
Check	175419	0	08/24/2022	\$ (3,302.00)	Posted	New Haven Parking Authority
Check	175420	0	08/24/2022	\$ (630.00)	Posted	New Haven Parking Authority
Check	175421	0	08/24/2022	\$ (360.00)	Posted	New Haven Parking Authority
Check	175422	0	08/24/2022	\$ (1,260.00)	Posted	New Haven Parking Authority
DD	0	28052	08/24/2022	\$ (8,666.67)	Posted	NuEnergen, LLC
Check	175330	0	08/24/2022	\$ (5,570.15)	Posted	Regional Water Authority
Check	175396	0	08/24/2022	\$ (1,213.41)	Posted	Regional Water Authority
Check	175397	0	08/24/2022	\$ (82.60)	Posted	Regional Water Authority
Check	175398	0	08/24/2022	\$ (1,825.41)	Posted	Regional Water Authority
Check	175399	0	08/24/2022	\$ (4,761.68)	Posted	Regional Water Authority
Check	175400	0	08/24/2022	\$ (2,508.02)	Posted	Regional Water Authority
Check	175401	0	08/24/2022	\$ (1,132.66)	Posted	Regional Water Authority
Check	175402	0	08/24/2022	\$ (212.01)	Posted	Regional Water Authority
Check	175403	0	08/24/2022	\$ (526.80)	Posted	Regional Water Authority
Check	175404	0	08/24/2022	\$ (1,847.87)	Posted	Regional Water Authority
Check	175405	0	08/24/2022	\$ (2,935.12)	Posted	Regional Water Authority
Check	175406	0	08/24/2022	\$ (2,358.48)	Posted	Regional Water Authority
Check	175407	0	08/24/2022	\$ (2,537.25)	Posted	Regional Water Authority
Check	175331	0	08/24/2022	\$ (100.56)	Posted	Ricoh USA Inc
Check	175332	0	08/24/2022	\$ (84.09)	Posted	Southern Connecticut Gas
Check	175333	0	08/24/2022	\$ (828.65)	Posted	Southern Connecticut Gas
Check	175408	0	08/24/2022	\$ (276.18)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175409	0	08/24/2022	\$ (778.09)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175410	0	08/24/2022	\$ (619.66)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175411	0	08/24/2022	\$ (939.31)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175412	0	08/24/2022	\$ (982.74)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175413	0	08/24/2022	\$ (381.32)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175414	0	08/24/2022	\$ (4.20)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175415	0	08/24/2022	\$ (1,983.72)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175416	0	08/24/2022	\$ (1,865.97)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175417	0	08/24/2022	\$ (25.24)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175418	0	08/24/2022	\$ (1,486.04)	Posted	Spark HoldCo, LLC dba Spark Energy Gas, LLC
Check	175334	0	08/24/2022	\$ (394.60)	Posted	Standard Insurance Company.
Check	175335	0	08/24/2022	\$ (240.00)	Posted	State Of Connecticut
Check	175336	0	08/24/2022	\$ (158.35)	Posted	United Illuminating
Check	175337	0	08/24/2022	\$ (60.49)	Posted	United Illuminating
Check	175338	0	08/24/2022	\$ (1,799.08)	Posted	United Illuminating

Check	175344	0	08/24/2022	\$ (1,268.65)	Posted	United Illuminating
Check	175345	0	08/24/2022	\$ (8,999.18)	Posted	United Illuminating
Check	175346	0	08/24/2022	\$ (419.53)	Posted	United Illuminating
Check	175347	0	08/24/2022	\$ (2,068.92)	Posted	United Illuminating
Check	175348	0	08/24/2022	\$ (2,263.42)	Posted	United Illuminating
Check	175349	0	08/24/2022	\$ (2,821.76)	Posted	United Illuminating
Check	175350	0	08/24/2022	\$ (736.84)	Posted	United Illuminating
Check	175351	0	08/24/2022	\$ (159.72)	Posted	United Illuminating
Check	175352	0	08/24/2022	\$ (1,025.02)	Posted	United Illuminating
Check	175353	0	08/24/2022	\$ (1,662.52)	Posted	United Illuminating
Check	175354	0	08/24/2022	\$ (1,569.48)	Posted	United Illuminating
Check	175357	0	08/24/2022	\$ (422.87)	Posted	United Illuminating
Check	175358	0	08/24/2022	\$ (369.79)	Posted	United Illuminating
Check	175359	0	08/24/2022	\$ (3,934.01)	Posted	United Illuminating
Check	175360	0	08/24/2022	\$ (8,739.37)	Posted	United Illuminating
Check	175361	0	08/24/2022	\$ (2,686.48)	Posted	United Illuminating
Check	175362	0	08/24/2022	\$ (3,215.54)	Posted	United Illuminating
Check	175363	0	08/24/2022	\$ (383.29)	Posted	United Illuminating
Check	175364	0	08/24/2022	\$ (887.99)	Posted	United Illuminating
Check	175365	0	08/24/2022	\$ (980.36)	Posted	United Illuminating
Check	175366	0	08/24/2022	\$ (534.28)	Posted	United Illuminating
Check	175367	0	08/24/2022	\$ (1,048.44)	Posted	United Illuminating
Check	175368	0	08/24/2022	\$ (27.23)	Posted	United Illuminating
Check	175369	0	08/24/2022	\$ (311.57)	Posted	United Illuminating
Check	175370	0	08/24/2022	\$ (596.50)	Posted	United Illuminating
Check	175371	0	08/24/2022	\$ (602.38)	Posted	United Illuminating
Check	175372	0	08/24/2022	\$ (444.21)	Posted	United Illuminating
Check	175373	0	08/24/2022	\$ (400.86)	Posted	United Illuminating
Check	175374	0	08/24/2022	\$ (123.37)	Posted	United Illuminating
Check	175375	0	08/24/2022	\$ (63.26)	Posted	United Illuminating
Check	175378	0	08/24/2022	\$ (962.57)	Posted	United Illuminating
Check	175379	0	08/24/2022	\$ (860.71)	Posted	United Illuminating
Check	175380	0	08/24/2022	\$ (985.84)	Posted	United Illuminating
Check	175381	0	08/24/2022	\$ (1,182.24)	Posted	United Illuminating
Check	175382	0	08/24/2022	\$ (640.47)	Posted	United Illuminating
Check	175383	0	08/24/2022	\$ (761.76)	Posted	United Illuminating
Check	175384	0	08/24/2022	\$ (2,256.70)	Posted	United Illuminating
Check	175385	0	08/24/2022	\$ (120.57)	Posted	United Illuminating
Check	175386	0	08/24/2022	\$ (2,205.13)	Posted	United Illuminating
Check	175387	0	08/24/2022	\$ (1,219.33)	Posted	United Illuminating
Check	175388	0	08/24/2022	\$ (5,655.78)	Posted	United Illuminating
Check	175389	0	08/24/2022	\$ (1,027.47)	Posted	United Illuminating
Check	175390	0	08/24/2022	\$ (886.74)	Posted	United Illuminating
Check	175391	0	08/24/2022	\$ (868.93)	Posted	United Illuminating
Check	175392	0	08/24/2022	\$ (351.95)	Posted	United Illuminating
Check	175393	0	08/24/2022	\$ (642.17)	Posted	United Illuminating
Check	175394	0	08/24/2022	\$ (926.93)	Posted	United Illuminating
Check	175395	0	08/24/2022	\$ (531.05)	Posted	United Illuminating
DD	0	28061	08/24/2022	\$ (3,438.00)	Posted	United Mechanical Resources Inc.
Check	175339	0	08/24/2022	\$ (1,364.20)	Posted	W.B. Mason Company Inc
Check	175355	0	08/24/2022	\$ (9,871.27)	Posted	Water Pollution Control
Check	175356	0	08/24/2022	\$ (18,926.47)	Posted	Water Pollution Control
Check	175423	0	08/29/2022	\$ (187.00)	Posted	Home Depot
DD	0	28164	08/30/2022	\$ (45,837.00)	Posted	A. Prete Construction Company, Inc
Check	175534	0	08/30/2022	\$ (3,900.00)	Posted	Ace Van & Storage, Inc.
Check	175564	0	08/30/2022	\$ (775.00)	Posted	Advance Security Integration LLC dba Security 101
Check	175535	0	08/30/2022	\$ (354.00)	Posted	Aflac
Check	175536	0	08/30/2022	\$ (283.20)	Posted	Aflac
Check	175565	0	08/30/2022	\$ (3,363.00)	Posted	AM/PM Glass & Metal Fab., LLC
Check	175580	0	08/30/2022	\$ (1,450.22)	Posted	Aramark Refreshment Services
Check	175590	0	08/30/2022	\$ (1,828.27)	Posted	Aramark Refreshment Services
DD	0	28165	08/30/2022	\$ (337,568.14)	Posted	BRD Builders
Check	175537	0	08/30/2022	\$ (1,720.21)	Posted	Chamberlain Court Condominium Association, Inc.
DD	0	28166	08/30/2022	\$ (25,400.00)	Posted	Christopher Williams Architects, LLC
DD	0	28167	08/30/2022	\$ (1,063.50)	Posted	Cohen Key Shop
DD	0	28173	08/30/2022	\$ (196.00)	Posted	Cohen Key Shop
DD	0	28168	08/30/2022	\$ (18,854.16)	Posted	CWPM, LLC
DD	0	28169	08/30/2022	\$ (2,385.56)	Posted	CWPM, LLC

DD	0	28170	08/30/2022	\$ (3,469.90)	Posted	CWPM, LLC
DD	0	28174	08/30/2022	\$ (11,773.23)	Posted	CWPM, LLC
Check	175538	0	08/30/2022	\$ (170.18)	Posted	De Lage Landen Financial Services, Inc
DD	0	28175	08/30/2022	\$ (9,000.00)	Posted	EccoVia, Inc
Check	175566	0	08/30/2022	\$ (140.83)	Posted	Gary Hogan
Check	175539	0	08/30/2022	\$ (1,360.00)	Posted	Hands On Moving, LLC
DD	0	28176	08/30/2022	\$ (682.50)	Posted	Home Services & More, LLC
DD	0	28171	08/30/2022	\$ (2,349.32)	Posted	Housing Authority of the City of New Haven
DD	0	28177	08/30/2022	\$ (15,936.52)	Posted	Housing Authority of the City of New Haven
Check	175540	0	08/30/2022	\$ (2,391.12)	Posted	Johns Refuse & Recycling, LLC
Check	175541	0	08/30/2022	\$ (761.18)	Posted	Johnson Controls US Holdings LLC
Check	175567	0	08/30/2022	\$ (400.00)	Posted	Jordan Cunningham
Check	175568	0	08/30/2022	\$ (180.00)	Posted	Keron Morrison Jr
Check	175569	0	08/30/2022	\$ (240.00)	Posted	Lamont A. Solomon
Check	175570	0	08/30/2022	\$ (178.75)	Posted	Marilyn Dawson
DD	0	28178	08/30/2022	\$ (4,800.00)	Posted	Moore's Yard Care
Check	175571	0	08/30/2022	\$ (240.00)	Posted	MyAsia Robinson
Check	175542	0	08/30/2022	\$ (350.00)	Posted	Novogradac & Company LLP
DD	0	28179	08/30/2022	\$ (13,252.64)	Posted	Otis Elevator Company
DD	0	28180	08/30/2022	\$ (1,620.00)	Posted	Penfield Communications
DD	0	28163	08/30/2022	\$ (7,566.29)	Posted	Ringcentral, Inc
Check	175543	0	08/30/2022	\$ (89.52)	Posted	Ringcentral, Inc
Check	175544	0	08/30/2022	\$ (89.52)	Posted	Ringcentral, Inc
Check	175572	0	08/30/2022	\$ (240.00)	Posted	S'ence Thomas
Check	175545	0	08/30/2022	\$ (17.67)	Posted	Southern Connecticut Gas
Check	175546	0	08/30/2022	\$ (595.19)	Posted	Southern Connecticut Gas
Check	175547	0	08/30/2022	\$ (274.34)	Posted	Southern Connecticut Gas
Check	175548	0	08/30/2022	\$ (1,240.07)	Posted	Southern Connecticut Gas
Check	175549	0	08/30/2022	\$ (40.95)	Posted	Southern Connecticut Gas
Check	175573	0	08/30/2022	\$ (402.54)	Posted	Southern Connecticut Gas
Check	175581	0	08/30/2022	\$ (210.19)	Posted	Southern Connecticut Gas
Check	175582	0	08/30/2022	\$ (430.39)	Posted	Southern Connecticut Gas
Check	175583	0	08/30/2022	\$ (540.51)	Posted	Southern Connecticut Gas
Check	175584	0	08/30/2022	\$ (67.15)	Posted	Southern Connecticut Gas
Check	175585	0	08/30/2022	\$ (526.05)	Posted	Southern Connecticut Gas
Check	175586	0	08/30/2022	\$ (610.02)	Posted	Southern Connecticut Gas
Check	175587	0	08/30/2022	\$ (501.03)	Posted	Southern Connecticut Gas
Check	175588	0	08/30/2022	\$ (77.81)	Posted	Southern Connecticut Gas
Check	175589	0	08/30/2022	\$ (940.14)	Posted	Southern Connecticut Gas
Check	175591	0	08/30/2022	\$ (509.46)	Posted	Southern Connecticut Gas
Check	175592	0	08/30/2022	\$ (509.86)	Posted	Southern Connecticut Gas
Check	175593	0	08/30/2022	\$ (293.99)	Posted	Southern Connecticut Gas
Check	175594	0	08/30/2022	\$ (198.55)	Posted	Southern Connecticut Gas
Check	175595	0	08/30/2022	\$ (256.70)	Posted	Southern Connecticut Gas
Check	175596	0	08/30/2022	\$ (470.93)	Posted	Southern Connecticut Gas
Check	175597	0	08/30/2022	\$ (540.72)	Posted	Southern Connecticut Gas
Check	175598	0	08/30/2022	\$ (567.02)	Posted	Southern Connecticut Gas
Check	175574	0	08/30/2022	\$ (4,850.66)	Posted	Standard Insurance Company.
Check	175550	0	08/30/2022	\$ (150.00)	Posted	Supreme Corporation
Check	175575	0	08/30/2022	\$ (445.00)	Posted	Supreme Corporation
Check	175576	0	08/30/2022	\$ (180.00)	Posted	Tewayne Yarbrough Jr.
Check	175577	0	08/30/2022	\$ (240.00)	Posted	Torese Turner Jr
Check	175551	0	08/30/2022	\$ (1,748.67)	Posted	United Illuminating
Check	175552	0	08/30/2022	\$ (2,572.92)	Posted	United Illuminating
Check	175553	0	08/30/2022	\$ (1,020.71)	Posted	United Illuminating
Check	175554	0	08/30/2022	\$ (2,255.48)	Posted	United Illuminating
Check	175555	0	08/30/2022	\$ (1,873.46)	Posted	United Illuminating
Check	175556	0	08/30/2022	\$ (1,710.54)	Posted	United Illuminating
Check	175557	0	08/30/2022	\$ (671.94)	Posted	United Illuminating
Check	175558	0	08/30/2022	\$ (19.68)	Posted	United Illuminating
Check	175599	0	08/30/2022	\$ (228.07)	Posted	United Illuminating
Check	175600	0	08/30/2022	\$ (444.18)	Posted	United Illuminating
Check	175601	0	08/30/2022	\$ (100.47)	Posted	United Illuminating
Check	175602	0	08/30/2022	\$ (204.26)	Posted	United Illuminating
Check	175603	0	08/30/2022	\$ (53.06)	Posted	United Illuminating
Check	175604	0	08/30/2022	\$ (184.35)	Posted	United Illuminating
Check	175605	0	08/30/2022	\$ (42.27)	Posted	United Illuminating
DD	0	28172	08/30/2022	\$ (1,616.32)	Posted	United Mechanical Resources Inc.

DD	0	28181	08/30/2022	\$ (4,000.55)	Posted	United Mechanical Resources Inc.
Check	175533	0	08/30/2022	\$ (1,385.43)	Posted	Verizon Wireless
Check	175532	0	08/30/2022	\$ (3,550.70)	Posted	Verizon Wireless
Check	175578	0	08/30/2022	\$ (878.87)	Posted	W.B. Mason Company Inc
Check	175561	0	08/30/2022	\$ (3,675.83)	Posted	Water Pollution Control
Check	175562	0	08/30/2022	\$ (2,961.87)	Posted	Water Pollution Control
Check	175563	0	08/30/2022	\$ (801.57)	Posted	Water Pollution Control
Check	175559	0	08/30/2022	\$ (4,296.49)	Posted	Water Pollution Control
Check	175560	0	08/30/2022	\$ (1,878.87)	Posted	Water Pollution Control
Check	175579	0	08/30/2022	\$ (180.00)	Posted	Zarquis Sanders
Check	175624	0	08/31/2022	\$ (516.42)	Posted	Adrienne M Vines
DD	0	28189	08/31/2022	\$ (516.42)	Posted	Amanda McCrea
DD	0	28190	08/31/2022	\$ (529.44)	Posted	Ashley Shemone Keen
Check	175625	0	08/31/2022	\$ (516.42)	Posted	Aysia C Payne
DD	0	28182	08/31/2022	\$ (17,329.46)	Posted	Brookside 2 Associates LLC
DD	0	28183	08/31/2022	\$ (24,606.91)	Posted	Brookside 1 Associates LLC
DD	0	28191	08/31/2022	\$ (516.42)	Posted	Claribel Osorio
Check	175619	0	08/31/2022	\$ (1,928.79)	Posted	Home Depot
Check	175620	0	08/31/2022	\$ (3,673.70)	Posted	Home Depot
Check	175621	0	08/31/2022	\$ (2,241.37)	Posted	Home Depot
Check	175622	0	08/31/2022	\$ (273.36)	Posted	Home Depot
Check	175623	0	08/31/2022	\$ (3,439.85)	Posted	Home Depot
DD	0	28192	08/31/2022	\$ (529.44)	Posted	Jasmine Yvonne Johnson
Check	175626	0	08/31/2022	\$ (529.44)	Posted	Jazmin Boria
DD	0	28193	08/31/2022	\$ (529.44)	Posted	Jerry L. Blue
Check	175627	0	08/31/2022	\$ (516.42)	Posted	Keara Locke
DD	0	28184	08/31/2022	\$ (12,565.80)	Posted	Rockview 1 Associates LLC
DD	0	28194	08/31/2022	\$ (516.42)	Posted	Rosa Maria Gonzalez
DD	0	28195	08/31/2022	\$ (516.42)	Posted	Sarah Esther Garcia
DD	0	28196	08/31/2022	\$ (529.44)	Posted	Schatara McKiver
DD	0	28197	08/31/2022	\$ (529.44)	Posted	Shayla Foreman
Check	175606	0	08/31/2022	\$ (15.64)	Posted	Southern Connecticut Gas
Check	175607	0	08/31/2022	\$ (62.17)	Posted	Southern Connecticut Gas
Check	175608	0	08/31/2022	\$ (87.19)	Posted	Southern Connecticut Gas
Check	175609	0	08/31/2022	\$ (560.65)	Posted	Southern Connecticut Gas
Check	175610	0	08/31/2022	\$ (732.03)	Posted	Southern Connecticut Gas
Check	175611	0	08/31/2022	\$ (302.61)	Posted	Southern Connecticut Gas
Check	175612	0	08/31/2022	\$ (992.37)	Posted	Southern Connecticut Gas
Check	175613	0	08/31/2022	\$ (765.13)	Posted	Southern Connecticut Gas
Check	175614	0	08/31/2022	\$ (979.12)	Posted	Southern Connecticut Gas
Check	175615	0	08/31/2022	\$ (764.99)	Posted	Southern Connecticut Gas
Check	175616	0	08/31/2022	\$ (31.82)	Posted	Southern Connecticut Gas
Check	175617	0	08/31/2022	\$ (83.64)	Posted	Southern Connecticut Gas
DD	0	28185	08/31/2022	\$ (21,834.79)	Posted	Trinity New Haven Housing LP
DD	0	28186	08/31/2022	\$ (8,498.57)	Posted	Trinity New Haven Housing Three LP
DD	0	28187	08/31/2022	\$ (18,994.85)	Posted	Trinity New Haven Housing Two Limited Partnership
DD	0	28188	08/31/2022	\$ (16,287.08)	Posted	Trinity Rowe Limited Partnership
Check	175618	0	08/31/2022	\$ (372.56)	Posted	United Illuminating
Total payments issued				\$ (2,845,281.57)		

President's Report

To: ECC/HANH Board of Commissioners

From: Karen DuBois-Walton, Ph.D., President

Date: September 20, 2022

RE: President's September 2022 Report

I. Administrative

As we enjoy these last days of summer, our thoughts begin to turn to Fall as we see students starting new school years and we begin our preparation for Fall activities.

All our invited as we celebrate the City of New Haven being named as an All-America City by the National Civic League. Team members from the AAC will be in New Haven immediately following our Board meeting to celebrate this honor. Please join us in the community building to the rear of Mill River Crossing. Thank you to all who worked to make this happen.

Our participation and success in the AAC competition has led to other opportunities to showcase our work with youth including presentation at the National Summer Learning Association's roundtable discussion this past week and an upcoming presentation in October at their Annual Conference.

This month we bring to the Board for approval the FY2023 Annual Budget. Thank you to the entire Finance team, led by Jack Rafferty and Natalia Rutenberg and every department who assisted in preparing this year's budget. Having been approved at the Finance Committee, we seek full board approval of the \$132 million annual spending plan.

ECC/HANH recently received notice of the award of 17 new housing vouchers under the Fair Share Voucher Allocation award. Additionally, under the leadership of Coreen Toussaint and the HCV team, we are submitting an application for additional Stability vouchers.

In the news this month, I had the opportunity to highlight our work on the CT Council of Municipalities' podcast. Click here to hear this: <https://www.facebook.com/watch/?v=788826928934146>. The New Haven Independent covered our new partnership with the CT NAACP and the Million Jobs Campaign. Click here to read about that: https://www.newhavenindependent.org/article/elm_city_communities_naACP. Additionally, the Yale Daily News sought our input on the local housing market. Click here to read that: <https://yaledailynews.com/blog/2022/09/09/yale-housing-shortages-may-cause-displacement-in-the-elm-city/>

Time Extension Granted per Resolution #02-25/10-R

Contract extension with The Frankson Fence off State of Ct. contract # 19SX0136 set to expire in June 23, 2023 for fencing services from October 31, 2022 to June 23, 2023.
(PO# 21459-13283)

- Contract extension with Northeast Electrical Distributors off State of Ct. contract # 19SX0239 set to expire on December 31, 2024, for electrical supplies from October 31, 2022, to September 30, 2023.

(PO# 21459-13283)

- Contract extension with TYO Integrated Security Services off State of Ct. contract # 19SX0002 set to expire on December 31, 2023, for CCTV & Burglar Alarm Services from October 30, 2022, to September 30, 2023.
(PO# 20424-12633)
- Contract extension with Consolidated Electric, LLC for electrical upgrade for St. Anthony I & II CCTV system from April 30, 2022, to December 31, 2022 due to supply chain issues.
(PO# 22275-13738)
- **Requesting a 1-month extension to the contract with Anthem BCBS for the Dental/Vision coverage for employees ending on October 31, 2022 in the amount of \$13,000 for total contract not to exceed \$323,265.60.**

II. Finance

July 2022 YTD Financials

The financial report covers ten months (October 1 through July 31) of data. Total Revenues are \$95,242,531 and Total Expenses are \$76,064,888 (including depreciation expense of \$1,698,121). The excess of revenue over expenses is reduced by \$(4,052,348) capitalized expenditures/notes activity and \$(6,787,355) reserve for Interest Income recognized on Notes Receivable resulting from development projects. Depreciation expense add-back is \$1,698,121. The HANH Net Surplus of \$10,036,061 was as follows:

MTW Programs

- Low Income Public Housing

Net surplus is \$2,137,638 versus a budget net surplus of \$549,069 for an overall favorable variance of \$1,588,569

- Section 8 Housing Choice Voucher

Net surplus is \$3,361,876 versus a budget deficit of \$(1,114,775). The favorable variance is \$4,476,651.

Non-MTW Programs

- Business Activities showed deficit of \$(912,350) compared with a budgeted deficit of \$(1,037,568), resulting in a favorable variance of \$125,218.
- Central Office Cost Center shows a net surplus of \$5,448,897 compared to a budgeted surplus of \$1,603,275 resulting in a favorable variance of \$3,845,622.

July 2022												
	MTW Budget	MTW Actual	Variance	NON-MTW Budget	NON-MTW Actual	Variance	ELIMS Budget	ELIMS Actual	Variance	Total Budget	Total Actual	Total Variance
70500 TENANT REVENUE	1,074,841	1,688,579	613,738	-	12,438	12,438	-	-	-	1,074,841	1,701,017	626,176
70600 HUD REVENUE	87,886,514	84,541,738	(3,344,776)	183,293	238,339	55,046	-	-	-	88,069,807	84,780,077	(3,289,730)
70000 OTHER REVENUE	48,584	1,169,717	1,121,133	15,954,039	16,268,989	314,950	(7,781,572)	(8,677,269)	895,697	8,221,052	8,761,437	540,385
70000 TOTAL REVENUE	89,009,939	87,400,034	(1,609,905)	16,137,332	16,519,765	382,434	(7,781,572)	(8,677,269)	895,697	97,365,699	95,242,531	(2,123,168)
91000 OPERATING ADMINISTRATIVE	11,991,822	11,540,749	451,074	6,235,967	5,409,739	826,227	(7,781,572)	(8,677,269)	895,697	10,446,217	8,273,219	2,172,998
92500 TENANTS SERVICES	210,417	106,889	103,528	1,917,428	1,798,122	119,306	-	-	-	2,127,844	1,905,011	222,833
93000 UTILITIES	1,416,528	2,027,424	(610,896)	332,108	303,880	28,227	-	-	-	1,748,635	2,331,304	(582,669)
94000 MAINTENANCE	2,445,636	4,101,222	(1,655,586)	493,406	388,059	105,347	-	-	-	2,939,042	4,489,280	(1,550,239)
95000 PROTECTIVE SERVICES	122,504	111,251	11,253	21,183	20,581	602	-	-	-	143,687	131,832	11,854
96000 GENERAL EXPENSE	-	-	-	235,913	255,628	(19,715)	-	-	-	235,913	255,628	(19,715)
96100 INSURANCE PREMIUMS	552,146	771,663	(219,517)	3,196	445	2,750	-	-	-	555,342	772,109	(216,767)
96200 OTHER	1,549,128	1,430,080	119,048	-	-	-	-	-	-	1,549,128	1,430,080	119,048
96800 SEVERANCE EXPENSE	-	-	-	-	1,250	(1,250)	-	-	-	-	1,250	(1,250)
96900 TOTAL OPERATING EXPENSES	18,288,180	20,089,277	(1,801,097)	9,239,198	8,177,704	1,061,494	(7,781,572)	(8,677,269)	895,697	19,745,807	19,589,713	156,094
97100 EXTRAORDINARY MAINTENANCE	96,405	49,680	46,725	11,976	14,828	(2,852)	-	-	-	108,381	64,508	43,873
97200 CASUALTY LOSSES - NON CAPITALIZED	-	57,246	(57,246)	-	-	-	-	-	-	-	57,246	(57,246)
97300 HAP EXPENSE	63,344,504	54,655,300	8,689,203	250,000	-	250,000	-	-	-	63,594,504	54,655,300	8,939,203
97400 DEPRECIATION EXPENSE	2,846,583	1,443,772	1,402,811	308,703	254,349	54,355	-	-	-	3,155,287	1,698,121	1,457,166
90000 OTHER EXPENSES	66,287,492	56,205,999	10,081,493	570,679	269,177	301,503	-	-	-	66,858,171	56,475,175	10,382,996
TOTAL EXPENSES	84,575,672	76,295,276	8,280,396	9,809,878	8,446,881	1,362,997	(7,781,572)	(8,677,269)	895,697	86,603,978	76,064,888	10,539,090
RAD/DEV - MTW Fund Expenditures	(2,291,667)	(2,429,783)	138,116	(5,554,890)	(1,622,565)	(3,932,325)	-	-	-	(7,846,557)	(4,052,348)	(3,794,208)
Investment in the financing of affordable housing Dev	-	-	-	-	-	-	-	-	-	-	-	-
Reserve for interest on N/R	-	-	-	(6,070,451)	(6,787,355)	716,904	-	-	-	(6,070,451)	(6,787,355)	716,904
10010 Operating Transfer In	1,840,847	1,044,677	796,169	5,554,890	4,619,233	935,657	-	-	-	7,395,737	5,663,910	1,731,826
10020 Operating Transfer Out	(7,395,737)	(5,663,910)	(1,731,826)	-	-	-	-	-	-	(7,395,737)	(5,663,910)	(1,731,826)
10000 EXCESS OF REVENUE OVER (UNDER) EXPENSES	(3,412,290)	4,055,742	(7,468,031)	257,003	4,282,198	(4,025,194)	-	-	-	(3,155,286)	8,337,940	(11,493,226)
ADJ FOR DEPREICATION EXPENSE	2,846,583	1,443,772	1,402,811	308,703	254,349	54,355	-	-	-	3,155,287	1,698,121	1,457,166
350 SURPLUS / (DEFICIT)	(565,706)	5,499,514	(6,065,220)	565,707	4,536,547	(3,970,840)	-	-	-	0	10,036,061	(10,036,060)

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for August 2022 is 89%. The agency goal is 96.00%. Attainment of this goal remains the primary objective for the Operations Department.

B. Rent Collection

Rent Collection – HANH's rent collection for the year to date ending the month of August 2022 is 58.41%. The agency goal is 95%. After many months of successfully reducing the TAR from a high in 2014, HANH saw the TAR reduced by over 75% prior to the COVID-19 pandemic. Rent collection has been poor over the past year and a half, however, staff is working with residents to get into compliance and to obtain rent relief resources through the city and state.

Total Collected

	CY 2021	CY 2022	Variance
January	75.69%	65.57%	-10.12
February	76.19%	65.59%	-10.6
March	80.67%	63.10%	-17.57
April	83.27%	53.41%	-29.86%
May	82.07%	67.34%	-14.73%
June	73.96%	60.22%	-13.74%
July	75.22%	59.09%	-16.13%
August	68.87%	58.41%	-10.46%
September	72.80%		
October	71.75%		
November	70.47%		
December	62.56%		
Average	78.07%	61.59%	

IV. Community and Economic Development (CED) Monthly Report

CARES Program Highlights

- 4 Participants were newly employed this month
- 2 Participant enrolled in GED course

CARES Resident Highlights

- **MB-** Graduated from the CARES program January 2022. During his time as a market renter, family continued to save and work on their goals of homeownership and become USA citizens. They are excited to share with ECC that both goals were attained. Family closed on their home this month in Trumbull.

FSS Resident Highlights:

- **CS-** Is currently in a program extension and while she has managed to maintain suitable employment while working 2 jobs, and has reportedly saved \$5k, she has faced challenges with improving her credit score which is 582 at this time. HOH is interested in homeownership; however, is considering completing the program with economic self-sufficiency via employment goal. This is to be assessed at a later date as HOH is hopeful that she can improve her credit score. Coordinator and participant have however discussed the benefit of the \$18,510 escrow account balance which she is eligible for upon successful completion. HOH entered the program with \$15,998 of earned income and is currently earning \$44,873.

ECC Believes Program Highlights

- CED launched the Summer youth RSYVP program with Alder Honda Smith. Participants completed an orientation and participated in a “Ready to work” workshop to prepare them for a successful experience. All participants are receiving experience in working in the field of carpentry, landscaping, painting, electrical, maintenance, and more. In addition to hands on work, they are completing classroom training on financial wellness and career development.
- CED has welcomed four new STEP students to the ECC/HANH family. We welcomed Teonna Smith, Tyrek Solomon, Angel Taveras, and Mathue Gibson. All students participated in orientation and completed their first DREAM Training. We are excited for these students to start in CED, Operations, and IT.

V. Planning and Modernization

HAI Loss Prevention Grants:

P&M applied for funding 5/31/2022, from HAI, our insurance company, for two reimbursement grants, Fire Loss Prevention, \$78,680, for installation of Fire Suppression Cannisters at each stovetop in our LIPH portfolio, and Storm Damage Prevention, \$770,760, for Tree and Shrub management and removal. Grant awards will be announced this Fall, 2022. This is a cooperative venture with the Planning and Modernization, Finance, and Operations Departments. Work has begun on both projects, each reducing ECC liability risk and making our communities safer.

HUD Emergency Safety and Security Grant:

P&M is also applying to HUD for funding to address security upgrades at Robert T. Wolfe and George Crawford Manor. The grant would enable our high-rise Elderly and Disabled communities to have the extra layer of security necessary to exclude the influx of an uninvited element. The maximum award per HA annually is \$250,000. Application was submitted June 15, 2022.

Lead-Based Paint Capital Fund Program—Lead Grant Funding Years 2017 and 2020

HUD Housing Related Hazards 2020

- P&M responded to the HUD NOFA for the Housing Related Hazards for Fiscal Year 2020, due May 25, 2021. On September 29, 2021, ECC was awarded \$3,999,993., the highest amount to a Housing Authority, in the nation, to address the following Hazards at Scattered Sites, Essex, Crawford Manor, Wolfe: Smoke and Carbon monoxide, Radon, Mold and Vermin (high-rise buildings). Work will include inspections, testing, installation of equipment, treatments and post-abatement testing, as required. The grant covers abatements in buildings encompassing 402 units. Scheduling/testing has begun with CO & smoke detectors (HUD stated priority), Radon testing and mitigation. Mold is being addressed in conjunction with Lead abatement projects as well as separately. Inspections for the Vermin (Bedbugs, rodents and cockroaches) portion of the grant has begun. A 3rd Quarterly benchmark report has been sent to the HUD Washington and our Regional offices.

ECC Lead-Based Paint Capital Fund Projects

HUD Lead Grant 2017--ECC applied for and awarded **\$986,260** in Sept 5, 2018:

HUD national office understood the need was greater and put out an additional NOFA.

HUD Lead Grant 2020--ECC applied and was awarded an additional **\$3,700,000**, in May 2021.

What we have completed to date:

- Obligated all **\$986,260**, 2017 LBP Grant funding by 9/6/2022 deadline.
- Tested all (299) LIPH family property units at risk for Lead Based Paint (Built before 1978).
- Units testing positive for lead were organized by priority in order of importance to address-- Amalgamated Prioritization Chart. Highest priority, units with children under the age of 6 years and actionable levels of lead.
- We are addressing units even if there are no children, now, as these could be rented in the future to a family with young children.
- ECC met with State of Connecticut and HUD Washington Lead Teams to align goals and verify plan of action.
- **Immediate action--Completed:**
 - Trained in-house staff to perform Interim Controls and to Follow Lead Safe Renovating practices
 - **Interim Controls:** Targeted highest priority units, temporarily removing lead dust while design and solicitation process was in progress
 - Highest priority Scattered site properties (**10 houses-17 units**)
 - McConaughy Terrace exterior source of lead dust--our largest Family development (**201 units**).
 - Removed Lead painted doors and friction components at McConaughy Terrace...no lead painted doors left at McConaughy Terrace (**201 units**).
- **Design, Abatement and Construction Complete** for Lead Abatement in the following properties:
 - 10 houses (**17 units lead safe**) in our Scattered Sites West Portfolio. Lead, encapsulated, including replacement of peeling porch components and encapsulation of some siding. These came first as they were highest on our Amalgamated Prioritization Chart.
 - Essex Townhouses (**35 units lead safe**) ...all known lead components have been removed from 32 units, not just encapsulated. Of the remaining 3 units, all have encapsulated lead, some to be removed in the new Essex Envelope Scope of work, in the process of window replacement.
 - McConaughy (201 units moved to redevelopment effort...however, units all had Interim Controls performed; More permanent Abatement to accompany redevelopment.

- **Redesign:** Upon receipt of the 2nd Lead Based Paint grant, design of remaining units were upgraded to remove instead of just encapsulate certain components, keeping to the priorities established by the testing. This was made possible due to the additional HUD funding, and provides residents and ECC a more permanent and lasting solution to the Lead.
- **Other Housing Related Hazards:** ECC added elimination of other Housing Related Hazards upon receipt of a 3rd HUD grant \$3,999,993, where inspections identified significant mold and asbestos to remove.

Solicitations Awarded in July, 2022 for construction completion December, 2022:

- **Group B: 3 Single-Family Houses** in the Scattered Site West portfolio
- **Group C: 8 Units in 4 houses** in the Scattered Site East portfolio--**Solicitations out for Bid July, 2022 for Construction Completion January, 2023:**
- **Group A: 1 house, Scattered Sites East portfolio,** Lead, mold and asbestos abatement with site safety and historic preservation requirements
- **Solicitation out for Bid September, 2022, going to the October Board, for construction start in Spring, 2023:**
- **Group D: 21 houses** in the Scattered Sites East portfolio (houses currently without children under the age of 6 years, but needing lead abatement for future family rentals). In Design Development, for solicitation in January, 2023.

Testing has also been performed by the Operations Department in our Elderly and Disabled community high-rise buildings, and Lead was addressed in the areas where children under 6 years were living (common areas). Not part of the Lead Grant work.

In addition, ECC is not required to test for Lead in Water as part of the grant, however, ECC in its commitment to Residents, tested for lead in water and has abated any identified lead in water concerns, not using the Lead Grant monies.

Finally, as part of the Lead Grant Work, Planning and Modernization is using the abatement work as an opportunity to educate Residents regarding Lead Based Paint exposure and Lead Safe practices to ensure a safer environment for children.

Testing results are shared with residents and explained, if needed. State of CT Lead education packet is shared and consultants are available for any technical clarification. Prior to Covid, Lead education packets were available in our lobby. Ongoing Lead Management Plans are being developed for completed Construction projects, as required by the HUD regulations.

P&M Projects 2020-2022

- **Scattered Sites: Heating and Gas Conversion:** Contract Documents completed. Contract out to bid in September 2019, yielded only one bid, 40% over cost estimate. Re-procurement yielded responsive bid approved by the Board. Construction started April 15, 2021 and original Scope of Work is, 100% complete. Related change order work completed with environmental testing. Final payment and closed out; Reimbursement to the tenants for oil in existing tanks has been completed.
- **Crawford Manor: ADA Entrance and Access Improvements and Fire Panel and Fire Pump Replacement:** ECC rescinded previously awarded contract due to COVID considerations. Project was repackaged to perform PH1- ADA entry and fire pump renovations. PH 2, Fire Panel replacement work which requires entry into resident units in an Elderly development, was postponed until deemed safe to proceed, due to COVID. Seven (7) bids were received for Phase 1 vestibule and fire pump replacement. In March 2021, Board approved contract award. ADA entry vestibule is completed, and in use. The fire pump is on site. Fire Marshal required a change

in electrical panels, a change order which added time. A portion of the work has been paid for by CARES funding. Work extended to March 31, 2022, to accommodate the Fire Department Fire Watch schedule. PH 2, was re-bid, for the Fire Panel and addressable fire alarm system and Life Health and Safety Upgrades. Resolution was brought to the Board of Commissioners, in April. Contract has begun, for May, 2023 completion. Time extended due to long lead times on equipment.

- **Robert T. Wolfe Renovations:** A team of architects, engineers, environmental consultants, Operations and Planning and Modernization staff completed a survey of critical needs, health, life and safety considerations. Cost estimates were evaluated, and prioritized projects selected for design; bids were solicited, and 2 non-responsive bids submitted. Project resolicited. An elevator consultant was procured to design for elevator repairs, which were procured separately; ECC Indefinite Quantities Architect assisted in approaching repairs in a novel way saving ECC almost \$500,000 on the repairs. Due to COVID, Wolfe Phase 1 excludes work requiring entry into resident units or requiring relocation of residents in an elderly and disabled population; Construction on the community room, laundry room and corridors is completed. The Lobby and ADA entry are proceeding, scheduled for completion in September. A contract for Phase 2, for resident interior improvements was awarded, and preconstruction surveys completed. 10-unit bathrooms will be replaced and miscellaneous other life health and safety improvements throughout the majority of the residential units. Work began on the 8th and 7th floors in February, 2022, and has progressed through the 1st floor. Additional life health and safety items have been identified and are being addressed concurrently.
- **McConaughy Terrace:** Sanitary and Storm Sewer Improvements; Two (2) bids were received, and the contract was awarded to the lowest responsible bidder. Construction started August 2020, replacing sanitary and storm sewers in sequence; delayed start due to COVID planning for safety of the community. Construction proceeded on schedule, however due to discovery and removal of contaminated soils, a wintertime extension has been given. Additional soil disposal costs and general conditions cost were brought to the BOC. Substantial completion was reached 5/19/2021. This project has replaced all of the damaged and failing storm and sanitary sewer lines which were 70 years old, vastly improving health and safety for the 198 families and 3 communal areas at McConaughy Terrace. Project is closed out.
- **Physical Needs Assessments:** P&M solicited the services of architects and engineers to provide Physical Needs Assessments (PNAs) and Capital Needs Assessments for RAD which are recommended for planning capital and development projects. Procurement scheduled virtual interviews with both respondents. A contractor was selected and approved by the BOC, June 2021. All site inspections for the original scope have been completed. Reports are finalized. These include individual Replacement Reserves for each of the Scattered Site properties, which is a new and more practical approach. Resident youth was hired as part of the consultants' Section 3 commitment to assist on the project. The contract has been extended for 1 year, with no additional funds to enable ECC the option to request additional reports for development projects. A report for Eastview I is currently underway.
- **Essex Envelope and Site Fencing:** Project design completed. Scope of project included roof, gutter, siding, window, AC sleeve, asbestos pipe insulation abatement and fencing replacement. Project scope revised to include only Site fencing and asbestos pipe insulation, as these portions could be addressed without unit entry during COVID. Bids solicited in March for fencing and basement pipe abatement. Six bids received. Scope of work was rebid. Project awarded and pipe insulation abatement is 100% completed. Re-insulation, 100% complete. Site fencing installation was 100% complete, July 22, 2022; Contract is being extended to allow for new fencing to be temporarily removed under warranty to allow siding replacement.

- **Essex Envelope and Bathroom and Flooring Upgrades:** This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which is all beyond their Estimated Useful Life. This is a major improvement for residents of Essex Townhouses. Due to procurement issues the solicitation was cancelled, and the project put out to bid, again. Project awarded. Construction on site has begun on the roofs .Windows and doors are on site.. Work will proceed on the envelope, roof, siding, windows and follow up with interior work, only when all materials have been received. In response to long lead time item schedules some exterior work will begin which does not require resident relocation. Scheduled for construction completion, March, 2023.
- **ECC Design Standard Specifications:** P&M has updated the standard design and construction specifications in a comprehensive manner, soliciting input from the Glendower Group, Operations and 360 Management, to create a practical document for in-house and Consultant use. Project is completed.
- **425B Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 425B Eastern Street sustained significant structural and cosmetic damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company was contacted, and monies will be available for a portion of the repairs. Construction is complete, including change order work completed due to Fire Marshal request, and damage subsequent to design. City sign off received. Project closed out, and insurance betterment payment received.
- **437M&N Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 437 M&N Eastern Street sustained significant structural and cosmetic damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company was contacted. Roofing condition requires corrective structural fortification. Project is in design after an environmental testing phase.
- **IQC Vacancy Contractor:** P&M and Operations working together to support vacant unit upgrade needs through management of 2 IQC painting and clean out contracts, one for high rise units and one for units with residential rates. Current contracts expired; Operation solicited quotes for new contracts which will be managed by Operations with Operations funding.
- **295 Wilmot Road—West Rock Community Center:** Structural Engineering study and cost estimate solicited to support Operations. Two areas identified requiring structural shoring. Shoring quotes solicited, with only 1 quote significantly above the independent cost estimate, and therefore, not accepted. Quotes were solicited for the shoring between Buildings 1&2 and a contract has been awarded. As of 3/7/2022, the shoring in the warehouse area has been completed. The Building is in use.
- **McQueeney Plaza Repair & Upgrades:** A reworking of the plaza at 360 Orange Street has expanded the brick plaza emphasizing and enhancing the entry to the 360 Management client office. In-house design; construction completed and project closed out.
- **Radon Mitigation at Scattered Sites Multi-family, Scattered Sites East and West:** Radon was identified in 8 units of housing in the Scattered Site (SS) Multi-family developments. Mitigation design is completed and out to bid. As part of the Housing Related Hazards Grant, SS East and SS West properties were tested and only a few units came back positive for radon. These units will be addressed under the same contract, with a separate funding source. Solicitations received 0 bids. Project was out for quotes, due 7/20/22. Contract is awarded. Project will be completed in 30 days from the notice to proceed. Construction is anticipated to last 3 days scheduled for the week of September 12th and September 19th.

VI.The Glendower Group

• Farnam Courts Phase II

- For the purpose of Financing Glendower bifurcated the redevelopment of Phase II into two phases – 4% and 9%.
- Glendower Farnam Courts 4%, LLC (closest to Farnam 1), consists of 45 units and Glendower Farnam Courts 9%, LLC consists of 66 units including 52 affordable, a community building, and a park.
- 100% drawing completed on January 24, 2020.
- Haynes Construction has been selected to be the General Contractor for Phase II.

▪ Farnam Courts Phase II 4%

- Successfully closed on July 7, 2020.
- Notice to proceed issued to begin work on July 13, 2020.
- Construction completed and keys turned over on 10/13/21.
- Closeout process ongoing. Waiting on Environmental closeout reports and updated O&M Manuals with survey.
- Conversion targeted for the 1st quarter of 2023.

▪ Farnam Courts Phase II 9%

- Successfully closed on December 17, 2020
- Notice to proceed issued to begin vertical and demolition work on December 18, 2020.
- Demolition of former Farnam buildings completed.
- Phase 2b building construction was completed in May 2022 Fencing and the playground installation began 9-12-22.
- HTCC application submitted on June 1, 2021, for additional funding in the amount of \$500,000 due to offset the cost of the sharp increase in lumber pricing across construction nationally caused by the Covid pandemic. Awarded the full amount on October 8, 2021.
- Conversion targeted for the 1st quarter of 2023.

▪ Westville Manor

- The Authority submitted a 9% LIHTC application in November 2016 to complete the offsite component on the Rockview Phase II site and was awarded. - Contract closing for Rockview Phase 2 occurred on June 20, 2019.
- The Authority issued an RFQ for a Master Planner for Westville Manor and selected a team composed of Ken Boroson Architects and Torti Gallas Planners.
- The planning team has begun scheduling the necessary steps to prepare for the first application for on-site redevelopment with a target of January 2022. This application will address the first phase of Westville Manor consisting of 50 total units and will include the 21 unit 3-story main building.
- It is anticipated that funding for the final Westville Manor on-site phase consisting of 59 units will be submitted under the 9% LIHTC CHFA round in 2022 or 2023.
- The master Planning Team held a series of meetings and charrettes in September 2018 and will completed a final recommendation to stakeholders in January 2019. The Authority submitted a RAD application for Westville Manor and was awarded.
- It was determined that a Planned Development District (PDD) was the best approach to the redevelopment of the site. A PDD application was submitted to the City of New Haven in January 2019 that will include the redevelopment of 109 units on site of which 80% will be RAD replacement units and 20% unrestricted. The Board of Alders approved the PDD in April 2019.
- Submitted a 9% LIHTC application for on-site Phase 1 on January 12, 2022. This application was not awarded. The application will be resubmitted under the CHFA 2023 9% LIHTC round (due January 11, 2023).

- Anticipated closing in 4th quarter of 2023.
- **RAD Portfolio Award**
 - The Authority received a portfolio award, inclusive of 13 developments, detailed herein. They have been grouped as follows:
 - **Group I: Motley, Bush, Harvey and Newhall Garden**
 - Development completed and leased.
 - **Group IIA: Waverly and Stanley Justice and Fulton Park**
 - Development completed and leased.
 - **Group IIB: Valley Townhomes**
 - Submitted financing template to the Resource desk on November 2, 2021
 - HUD concept call completed on October 7, 2021.
 - Closing anticipated to be the December 2022. Targeting October 2022 CHFA board approval.
 - Closing targeted for December 8, 2022
 - **Group III: McQueeney, and Celentano**
 - Closed February 27, 2020.
 - Construction began on March 9, 2020.
 - Construction activities are **COVID delay of 8 weeks**. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
 - Final completion for McQueeney October 31, 2021
 - Final completion for Celentano October 31, 2021
 - Conversion to permanent financing anticipated to be completed by June 1, 2022.
 - **Group IV: Ruoppolo and Fairmont,**
 - Closed on March 11, 2021.
 - Construction began March 15, 2021
 - Final completion for Fairmont Heights May 31, 2022
 - Final completion for Ruoppolo Manor May 31, 2022.
 - Glendower is working on adding elevator code upgrades to Fairmont scope.
 - Conversion targeted for first quarter 2023.
- **McConaughy Terrace**
 - For the purpose of Financing Glendower bifurcated the redevelopment into two phases – 4% and 9% Low Income Housing Tax Credit applications.
 - Glendower McConaughy Terrace 4%, LLC will consist of 92 affordable units and Glendower McConaughy Terrace 9%, LLC will consist of 104 affordable and 26 market rate units.
 - 90% drawing completed on October 31, 2021 for the 9% phase.
 - LaRosa Building Group, LLC has been selected to be the General Contractor for the Development.
- **McConaughy Terrace 4%**
 - Submitted a LIHTC application to CHFA on November 12, 2021. Application awarded in conjunction with the 9% award identified below.
 - Closing anticipated to be in 1st quarter of 2022.
 - 92 total units, 66 rehab 26 new construction.
 - Closing targeted for the 2nd quarter of 2023

▪ **McConaughy Terrace 9%**

- Submitted a LIHTC application to CHFA on November 12, 2021.
 - Application was awarded under the 2021 competitive LIHTC round. The 9% LIHTC award also included approval of the 4% award.
 - Closing anticipated to be on the 1st quarter of 2023.
 - Phase includes the rehab of 130 units, 26 to be market rate.
-
- Closing targeted for the 3rd quarter of 2023

▪ **Scattered Sites**

- Scattered site is multifamily redevelopment which includes 88 units located in various part of the city. The developments are: 23 Chamberlain Street, 54 Kingswood Drive, 63 Fulton Street, 425 Eastern Street, 437 Easter Street, 1361 Quinnipiac Ave, 1368 Quinnipiac Ave, 1370 Quinnipiac Ave, 1376 Quinnipiac Ave, 1378 Quinnipiac Ave, 1381 Quinnipiac Ave, and 1435 Quinnipiac Ave.
- Submitted a 9% LIHTC application on January 12, 2022. Project was not awarded.
- Application will be resubmitted under the DOH DEP round.
- Anticipated closing in 1st quarter of 2024.

MEMORANDUM

TO: Board of Commissioners

DATE: September 20, 2022

FROM: Karen DuBois-Walton, President

RE: Approving the FY2023 (October 1, 2022 – September 30, 2023)
Elm City Communities Agency-Wide Budget

ACTION: Recommend that the Board of Commissioners adopt Resolution # 09-46/22-R

TIMING: Immediately

DISCUSSION: Elm City Communities (ECC) performs a budget process each year. The ECC Budget includes anticipated spending for both the Moving to Work (MTW) block grant and non-MTW programs as follows:

MTW includes Low Income Public Housing Program (LIPH), Housing Choice Voucher (HCV) program and Veterans Affairs Supportive Housing (VASH) Voucher Program and Capital Fund Program (CFP).

Non-MTW includes Family Self-Sufficiency (FSS), Resident Opportunity and Supportive Services (ROSS), Business Activities and the Central Office Cost Center (COCC).

ECC's Budget also includes two discretely presented component units – Glendower and 360 Management. However, it does not include the tax credit and redeveloped sites, in which ECC has a negligible to no ownership. The tax credit properties, such as Eastview Terrace, Fair Haven, RAD Group I, etc. are separate legal entities from ECC and have separate budgets, different approval process, and are on a different budget cycle than ECC.

The ECC Budget Summary for FY2023 is as follows:

FY 2023 Budgeted Revenues

HANH	LIPH	\$12,731,120
	HCV	\$94,549,187
	CFP	\$8,228,563
	Non-MTW	\$20,508,942
	Mgmt Fees / Expenses	(\$10,444,226)
HANH	Subtotal	\$125,573,587
Glendower	Operating	\$2,647,426
360 Management	Operating	\$4,997,809
Mgmt Fees/Expenses for Glendower & 360 Mgmt		(688,450)
Grand Total		\$132,530,371

The FY 2023 Budgets for the Housing Authority of New Haven (HANH) are presented “in balance”, i.e., total revenues equal to total expenses. Included in the budgeted expenses are the following assumptions:

1. Total of 241 RAD units are planned to be converted from public housing to project-based vouchers program as follows:

McConaughy	201
Valley	40

- Public Housing will have a remaining inventory of 496 units and 307 public housing units managed by the third parties for a total of 803 units.
 - Including 1,131 units that had already been converted to RAD, the above conversions will bring a total RAD unit to 1,372.
 - 360 Mgmt is operating 1,372 units after the transfer of McConaughy (201), and Valley (40).
 - A total of 342 RAD units is managed by Third Parties.
2. The Low-Income Public Housing (LIPH) operating subsidies of \$11,481,723 are calculated based on 803 units (excluding 17 units of Val Macri) with the assumption of 92.0% proration factor. As required by the U.S. Department of Housing and Urban Development (HUD), project-based budgets by the Asset Management Projects (AMPs) are included in the FY 2023 Budget detail.

3. Housing Choice Vouchers (HCV)'s revenue is estimated in the amount of \$94,549,187 with the assumption of 97.5% proration factor – HAP of \$85,499,259 and Administrative Fee of \$8,249,928. This funding also reflects the RAD conversion subsidized by HUD for the project-based vouchers. The budget includes HCV lease up projections by months. Housing Assistance Payments expenditures are projected to be \$75,439,660 for FY 2023 for an average of 5,970 units in FY2023 (5,789 funded by HCV and 181 units funded by LIPH for conversion). The average of 5,789 units funded by HCV is projected to meet HUD's 90% targeted lease-up recommendation.
4. Capital Fund Program is budgeted for \$8,228,563, which includes debt service payment and capital improvements for various public housing sites.
5. A total of \$7,037,773 is funded from the MTW HCV Funds for the following development activities:
 - a) \$1,000,000 of Valley development costs
 - b) \$3,737,773 for McConaughy 4% & 9% development costs
 - c) \$ 500 000 for St. Lukes development costs
 - d) \$1,000,000 for 34 Level Street development costs
 - e) \$ 800,000 for EVT Capital needs
6. Central Office Cost Center (COCC) includes the Executive Office, Legal, Asset Management, Finance, Human Resources, Information Technology, Planning & Development, Central Operations for public housing and Community Economic Development.
 - COCC has a total revenue of \$11,616,277, which includes the earned management fee from various programs estimating \$11,110,260.
 - Total operating expenses are \$10,895,065 yielding a projected surplus of \$721,213 after depreciation expense.
7. The above Agency-Wide budgets include two discretely presented component units – Glendower and 360 Management.
 - Glendower is projected with a total revenue of \$2,647,426, which includes the developer's fees of \$2,556,905 in FY 2023; total expenses are \$2,007,509 which yields a net surplus of \$639,916.
 - Glendower has a total development budget exceeding \$440 million. Approximately \$39 million is leveraged by HANH's MTW Funds over the life of the RAD/Development projects. Included in FY 2023 Budgets are the leverage of \$7,037,773 provided by HANH's MTW funds.
 - 360 Management submitted a budget with total operating expenses in the amount of \$4,997,809. To balance the FY 2023 budget, it requires a loan from HANH in the amount of \$145,725. Note that the Board has previously approved two resolutions (May 2017 and May 2021) providing a loan in the amount of \$2.8 million to 360 Management to supplement the start-up operations.

FISCAL IMPACT: \$132,530,371 for the FY 2023 Operating Budgets

STAFF: John Rafferty, Sr VP of Finance, I.T. & Administration

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # 09-46/22-R

**RESOLUTION AUTHORIZING THE APPROVAL OF
THE ELM CITY COMMUNITIES AGENCY-WIDE BUDGET FOR 2023**

WHEREAS, the Housing Authority of the City of New Haven (HANH) prepared a budget for fiscal year 2023 (October 1, 2022 – September 30, 2023); and

WHEREAS, this budget projects revenues of \$132,530,371 including HANH for \$125,573,87 and two discretely presented component units (Glendower and 360 Management) for \$7,645,234; and

WHEREAS, the HANH budgets are presented in balance, which includes the project-based Asset Management Projects (AMPs) in the LowIncome Public Housing Program revenues of \$12,731,120; and

WHEREAS, this budget covers \$7,037,773 to leverage the RAD and development projects; and

WHEREAS, these items balance the FY 2023 annual budget for HANH and yield a projected surplus of \$639,916 for Glendower.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT

- 1) The Fiscal Year 2023 Annual Budget for the year ending September 30, 2023 is hereby approved.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver and agreement and expend the authorized funds.
- 3) The President be and hereby authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

ELM CITY COMMUNITIES
SOURCES USES OF FUNDS - BUDGET
FY 2023

FDS - Budget	AMPS	LIPH Grant	LIPH	HCV Admin	HCV HAP	Total HCV	MTW CFP	MTW	Family Self-Sufficiency
703000- Net Tenant Revenue	1,283,783		1,283,783			-		1,283,783	
Tenant Revenue Other	(84,385)	50,000	(34,385)			-		(34,385)	
70500 Total Tenant Revenue	1,199,397	50,000	1,249,397	-	-	-	-	1,249,397	-
Housing assistance payments			-		85,499,259	85,499,259		85,499,259	
Ongoing administrative fees earned			-	8,249,928		8,249,928		8,249,928	
HUD Operating Grants	7,900,712	3,581,011	11,481,723			-	-	11,481,723	186,011
70600 Total Operating Grants	7,900,712	3,581,011	11,481,723	8,249,928	85,499,259	93,749,187	-	105,230,910	186,011
70610 Capital Grants			-			-	8,228,563	8,228,563	
70710 Management Fees			-			-		-	
70800 Other Government Grants			-			-		-	
71100 Investment Income- Unrestricted			-			-		-	
71500 Other Revenue	-	-	-		800,000	800,000		800,000	
71600 Gain or Loss on Sale of Capital Assets	-		-			-		-	
70000 Total Revenue	9,100,109	3,631,011	12,731,120	8,249,928	86,299,259	94,549,187	8,228,563	115,508,870	186,011
91000 Administrative	749,861	163,859	913,720	2,852,794	-	2,852,794	350,000	4,116,514	-
91300 Management Fees	721,716	347,591	1,069,307	824,993	8,549,926	9,374,919		10,444,226	
92500 Tenant Services	230,236	-	230,236			-		230,236	186,011
93100-93600 Utilities	1,823,089	-	1,823,089			-		1,823,089	
93800 Utility Other	-		-			-		-	
94000 Ordinary Maintenance & Operations	3,277,253	561,573	3,838,826			-		3,838,826	
95000 Protective Services	196,614	-	196,614			-		196,614	
961000 Insurance Premiums	610,365	74,124	684,489	104,641	-	104,641		789,130	
96000 General Expenses	1,538,679		1,538,679			-	362,738	1,901,416	
96700 Interest Expense & Amortization Cost			-			-		-	
96800 Severance-From Reserves	-		-			-		-	
96900 Total Operating Expenses	9,147,812	1,147,147	10,294,959	3,782,428	8,549,926	12,332,354	712,738	23,340,051	186,011
971000 Extraordinary Maintenance	352,660	1,168,304	1,520,964			-		1,520,964	
97200 Casualty Loss	-		-			-		-	
97300 Housing Assistance Payments			-		75,439,660	75,439,660		75,439,660	
97400 Depreciation Expense	3,139,835		3,139,835			-		3,139,835	
90000 Total Expenses	12,640,308	2,315,451	14,955,759	3,782,428	83,989,586	87,772,014	712,738	103,440,510	186,011
Revenue Over (Under) Exp before Transfers In/Out	(3,540,199)	1,315,560	(2,224,639)	4,467,501	2,309,673	6,777,174	7,515,825	12,068,360	-
RAD/DEV/CFP - MTW Fund Expenditure	-	-	-			-	(7,515,825)	(7,515,825)	-
Reserve For Interest on N/R								-	
10010 Operating Transfer In	157,336	-	157,336		1,945,725	1,945,725		2,103,061	
10020 Operating Transfer Out	(1,945,725)		(1,945,725)		(9,495,050)	(9,495,050)		(11,440,775)	
10000 Excess of Revenue Over (Under) Expenses	(5,328,587)	1,315,560	(4,013,027)	4,467,501	(5,239,652)	(772,152)		(4,785,179)	
Adj for Depreciation Expense	3,139,835		3,139,835			-		3,139,835	
Funded by Agency Reserves/Earned Developer's Fee									
350 (Surplus) / Deficit	(2,188,752)	1,315,560	(873,192)	4,467,501	(5,239,652)	(772,152)		(1,645,344)	

ELM CITY COMMUNITIES
SOURCES USES OF FUNDS - BUDGET
FY 2023

FDS - Budget	ROSS	Business Activity	COCC	Non-MTW	Eliminations	TOTAL HANH	Glendower	360 Management	Eliminations	GRAND TOTAL
703000- Net Tenant Revenue		96,000		96,000		1,379,783	-			1,379,783
Tenant Revenue Other		-		-		(34,385)				(34,385)
70500 Total Tenant Revenue	-	96,000	-	96,000	-	1,345,397	-		-	1,345,397
Housing assistance payments				-		85,499,259				85,499,259
Ongoing administrative fees earned				-		8,249,928				8,249,928
HUD Operating Grants	80,653	-	-	266,664		11,748,387				11,748,387
70600 Total Operating Grants	80,653	-	-	266,664	-	105,497,575	-	-	-	105,497,575
70610 Capital Grants				-		8,228,563				8,228,563
70710 Management Fees			11,110,260	11,110,260	(10,444,226)	666,034.50		998,539	(688,450)	976,123
70800 Other Government Grants				-		-		145,725		145,725
71100 Investment Income- Unrestricted		8,530,001	1,000	8,531,001		8,531,001				8,531,001
71500 Other Revenue			505,017	505,017		1,305,017	2,647,426	3,853,545		7,805,988
71600 Gain or Loss on Sale of Capital Assets			-	-		-				-
70000 Total Revenue	80,653	8,626,001	11,616,277	20,508,942	(10,444,226)	125,573,587	2,647,426	4,997,809	(688,450)	132,530,371
91000 Administrative	-	157,036	8,232,056	8,389,092		12,505,607	1,665,016	4,514,712		18,685,334
91300 Management Fees		-		-	(10,444,226)	-	264,743	423,707	(688,450)	-
92500 Tenant Services	80,653	420,024	1,849,015	2,535,703		2,765,939				2,765,939
93100-93600 Utilities		269,285	131,669	400,954		2,224,043				2,224,043
93800 Utility Other		2,053	-	2,053		2,053		8,000		10,053
94000 Ordinary Maintenance & Operations		540,474	276,225	816,698		4,655,524				4,655,524
95000 Protective Services		14,966	14,000	28,966		225,580				225,580
961000 Insurance Premiums		120,378	307,440	427,818		1,216,948	77,751	51,389		1,346,088
96000 General Expenses		4,839		4,839		1,906,255	-			1,906,255
96700 Interest Expense & Amortization Cost		8,525,001	-	8,525,001		8,525,001				8,525,001
96800 Severance-From Reserves				-		-				-
96900 Total Operating Expenses	80,653	10,054,055	10,810,405	21,131,124	(10,444,226)	34,026,949	2,007,509	4,997,809	(688,450)	40,343,817
971000 Extraordinary Maintenance		32,416	-	32,416		1,553,380	-			1,553,380
97200 Casualty Loss			-	-		-				-
97300 Housing Assistance Payments			-	-		75,439,660				75,439,660
97400 Depreciation Expense		228,897	84,660	313,557		3,453,392				3,453,392
90000 Total Expenses	80,653	10,315,367	10,895,065	21,477,096	(10,444,226)	114,473,381	2,007,509	4,997,809	(688,450)	120,790,249
Revenue Over (Under) Exp before Transfers In/Out	-	(1,689,367)	721,213	(968,154)	-	11,100,206	639,916	0	-	11,740,122
RAD/DEV/CFP - MTW Fund Expenditure	-	(7,037,773)	-	(7,037,773)		(14,553,598)	-	-	-	(14,553,598)
Reserve For Interest on N/R		-		-		-				-
10010 Operating Transfer In	-	7,689,180	1,648,534	9,337,714	-	11,440,775	-	-	-	11,440,775
10020 Operating Transfer Out	-	-	-	-		(11,440,775)	-	-	-	(11,440,775)
10000 Excess of Revenue Over (Under) Expenses	-	(1,037,960)	2,369,747	1,331,787	-	(3,453,392)	639,916	0	-	(2,813,476)
Adj for Depreciation Expense	-	228,897	84,660	313,557	-	3,453,392	-	-	-	3,453,392
Funded by Agency Reserves/Earned Developer's Fee										-
350 (Surplus) / Deficit	-	(809,063)	2,454,407	1,645,344	-	(0)	639,916	0	-	639,916

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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MEMORANDUM

TO: Board of Commissioners

DATE: September 20, 2022

FROM: Karen DuBois-Walton, Ph.D., President

RE: Resolution Authorizing Change Order #4 and Change Order #5 to Essex Fencing Improvements and Basement Abatement Contract with Elm City Carpentry, LLC in the Combined Amount Not to Exceed \$13,994.58 for Additional Sections of Fence and Posts Extending Contract Time Until December 20, 2022

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 09-47/22-R

TIMING: Immediately

DISCUSSION: At Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to replace privacy fencing around rear patios and along a portion of the property line, remove asbestos-containing pipe insulation, and install new insulation in apartment basements.

Following a public bid solicitation, in August 2021, the Board of Commissioners authorized award of Contract #PM-21-C-508 for Essex Fencing Improvements and Basement Abatement to Elm City Carpentry, LLC who submitted the most responsive and responsible bid in the amount of \$289,000.00.

ECC/HANH approved Change Order #1 extending contract time until June 16, 2022, to allow for COVID delays and Change Order #2 in the amount of \$22,381.60 for additional basement pipe insulation that exceeded the allowance quantity included in the contract. Following authorizing of Change Order #2, the adjusted contract value increased from \$289,000.00 to \$311,381.60.

On May 17, 2022, the Board of Commissioners authorized approval of Change Order #3 for providing boards on both the inner and outer surfaces of the fence in a shadow box style instead of the outer only surface as specified, providing a stronger, more attractive fence in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57.

ECC/HANH is now requesting authorization for Change Order #4 to remove and replace a section of fence at the trash enclosure in the amount of \$5,577.31 and Change Order #5 to remove and replace 7 fence posts and 7 sections of fence in the amount of \$8,417.27 to work in tandem with the Essex Roof and Siding work to create a laydown area for BRD roof and siding materials and to create access to siding so the siding contractor can install per industry standard and maintain warranty. In addition, this work would require extending contract time until December 20, 2022. Following authorization of Change Order #4 and Change Order #5, the adjusted contract value will be \$339,748.15.

In accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #4 to replace a section of fence at the trash enclosure in the amount of \$5,577.31 and extend contract time until December 20, 2022, and Change Order #5 to remove and replace 7 fence posts and 7 sections of fence in the amount of \$8,417.27 to contract #PM-21-C-508 with Elm City Carpentry, LLC bringing the adjusted contract value from \$325,753.57 to \$339,748.15 with contract time until December 20, 2022.

FISCAL IMPACT: \$13,994.58

SOURCE OF FUNDS: MTW

STAFF: Hannah Sokal-Holmes, Vice-President, Planning & Modernization

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 09-47/22-R

RESOLUTION AUTHORIZING CHANGE ORDER #4 AND CHANGE ORDER #5 TO ESSEX FENCING IMPROVEMENTS AND BASEMENT ABATEMENT CONTRACT WITH ELM CITY CARPENTRY, LLC IN THE COMBINED AMOUNT NOT TO EXCEED \$13,994.58 FOR ADDITIONAL SECTIONS OF FENCE AND POSTS EXTENDING CONTRACT TIME UNTIL DECEMBER 20, 2022

WHEREAS, at Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to replace privacy fencing around rear patios and along a portion of the property line, remove asbestos-containing pipe insulation, and install new insulation in apartment basements; and

WHEREAS, following a public bid solicitation, in August 2021, the Board of Commissioners authorized award of Contract #PM-21-C-508 for Essex Fencing Improvements and Basement Abatement to Elm City Carpentry, LLC who submitted the most responsive and responsible bid in the amount of \$289,000.00; and

WHEREAS, ECC/HANH approved Change Order #1 extending contract time until June 16, 2022 to allow for COVID delays and Change Order #2 in the amount of \$22,381.60 for additional basement pipe insulation that exceeded the allowance quantity included in the contract; and

WHEREAS, following authorizing of Change Order #2, the adjusted contract value increased from \$289,000.00 to \$311,381.60; and

WHEREAS, on May 17, 2022, the Board of Commissioners authorized approval of Change Order #3 for providing boards on both the inner and outer surfaces of the fence in a shadow box style instead of the outer only surface as specified, providing a stronger, more attractive fence in the amount not to exceed \$14,371.97 bringing the adjusted contract value from \$311,381.60 to \$325,753.57; and

WHEREAS, ECC/HANH is now requesting authorization for Change Order #4 to replace a section of fence at the trash enclosure in the amount of \$5,577.31 and extending contract time until December 20, 2022, and Change Order #5 to remove and replace 7 fence posts and 7 sections of fence in the amount of \$8,417.27 with contract time until December 20, 2022; and

WHEREAS, following authorization of Change Order #4 and Change Order #5, the adjusted contract value will be \$339,748.15; and

WHEREAS, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #4 to replace a section of fence at the trash enclosure in the amount of \$5,577.31 and extending contract time until December 20, 2023, and Change Order #5 to remove and replace 7 fence posts and 7 sections of fence in the amount of \$8,417.27 to contract #PM-21-C-508 with Elm City Carpentry, LLC bringing the adjusted contract value from \$325,753.57 to \$339,748.15 with contract time, December 20, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

- 1) Change Order #4 to remove and replace a section of fence at the trash enclosure in the amount of \$5,577.31 and extending contract time until December 20, 2022 and Change Order #5 to remove and replace 7 fence posts and 7 sections of fence in the amount of \$8,417.27 to contract #PM-21-C-508 with Elm City Carpentry, LLC bringing the adjusted contract value from \$325,753.57 to \$339,748.15 with contract time until December 20, 2022 is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton, Ph.D.
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

DETAILED CHANGE ORDER LOG

Project Name		Essex Fencing Improvements and Basement Abatement					
Contractor Name		Elm City Carpentry LLC					
Contract No.		PM-21-C-508		\$317,900.00	10% above contract		
Original Contract Value		\$289,000.00			Go to BOC	Original start date:	10/6/2021
Original SOW Value		\$289,000.00				Original end date:	2/3/2022
Allowance		\$0.00					
Change Order Summary	No.	Proposed Value	Final Value	Adjusted Allowance	Adjusted SOW Value	Adjusted Contract Value	Contract End Time
Extend contract time 133 calendar days to allow for fence installation due to Covid delays	1	\$0.00	\$0.00	\$0.00	\$289,000.00	\$289,000.00	6/16/2022
Additional insulation on basement heating pipes.	2	\$24,508.00	\$22,381.60			\$311,381.60	6/16/2022
Shadow Box Fencing	3	\$17,178.58	\$14,371.97			\$325,753.57	6/16/2022
Remove and Replace Fence 18'	4	\$5,577.31	\$5,577.31			\$331,330.88	12/20/2022
Remove and Replace Posts (7)	5	\$8,417.27	\$8,417.27			\$339,748.15	12/20/2022
TOTALS			\$50,748.15			\$339,748.15	12/20/2022

AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Housing Authority of New Haven
 Essex Townhouse Fencing Improvement
 1134 Quinnipiac Avenue
 New Haven CT

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: November 2021

CHANGE ORDER INFORMATION:
 Change Order Number: 004
 Date: September 8, 2022

OWNER: *(Name and address)*
 Housing Authority of New Haven
 360 Orange Street
 New Haven CT

ARCHITECT: *(Name and address)*
 Silver Petrucelli & Associates, Inc.
 3190 Whitney Avenue
 Hamden CT 06518

CONTRACTOR: *(Name and address)*
 Elm City Carpentry LLC
 319 Peck Street 3-10
 New Haven CT

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


Remove and replace a section of fence at the trash enclosure in the amount of \$5,577.31 and extending contract time until December 20, 2022.

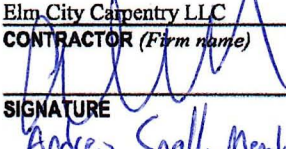
The original Contract Sum was	\$ 289,000.00
The net change by previously authorized Change Orders	\$ 36,753.57
The Contract Sum prior to this Change Order was	\$ 325,753.57
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,577.31
The new Contract Sum including this Change Order will be	\$ 331,330.88

The Contract Time will be increased by one hundred eighty seven (187) days.
 The new date of Substantial Completion will be December 20, 2022

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silver Petrucelli & Associates, Inc.
ARCHITECT *(Firm name)*

SIGNATURE
 Steven June, Construction Administration
PRINTED NAME AND TITLE
 9/12/2022
DATE

Elm City Carpentry LLC
CONTRACTOR *(Firm name)*

SIGNATURE
 Andrew Snally, Member
PRINTED NAME AND TITLE
 9/12/22
DATE

Housing Authority of New Haven
OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven, CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 4

CONTRACTOR'S CHANGE ORDER PROPOSAL

Contractor Name:	<u>Elm City Carpentry LLC</u>	Date:	<u>07/28/22</u>
Address:	<u>319 Peck St J10</u>	Allowance	
	<u>New Haven, CT 06513</u>	Change Order	
Telephone No.:	<u>203.815.7543</u>		

SECTION A: CONTRACTOR WORK	HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$3,400.00	
2. Total Contractor Material (from Material Worksheet)	\$1,247.76	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00	
4 SUBTOTAL (total lines 1 through 3)	\$4,647.76	
5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%	\$278.87	
7 Contractor's Markup Combined Overhead and Profit (14% of line 4)	\$650.69	
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	\$5,577.31	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)	
9. Names of Subcontractors:	Base Cost Only (Line D3)	up to 8% Markup (Line D4)
A. _____	\$0.00	\$0.00
B. _____	\$0.00	\$0.00
C. _____	\$0.00	\$0.00
D. _____	\$0.00	\$0.00
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):		
11a. Overhead up to 2%		\$0.00
11b. Profit, Up to 6%		\$0.00
11c.		\$0.00
12. Subcontractors' Premium Portion of approved Overtime		\$0.00
13. SUBCONTRACTOR TOTAL		\$0.00

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
--	-----	--------	--

SECTION D: CONTRACTOR'S REQUESTED TOTAL		Round Totals to Nearest Dollar
15. AMOUNT REQUESTED	(Total lines 8,13, and 14.)	\$5,577.31
Signature of Contractor's Authorized Representative	Date	
Print Name	Print name of Contact Person (if different)	
Print Title	Phone No. (if different from above)	

SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW

I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:

By: _____ Date _____ Phone No. _____

Construction Manager/A/E

Project Manager

Construction Officer

Credit Change Order Payment Lines Affected	Line	Amount	Line	Amount
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 4

CHANGE ORDER LABOR WORKSHEET

Contractor Name: <u>Elm City Carpentry LLC</u>		Date: <u>07/28/22</u>							
Address: <u>319 Peck St J10</u>									
<u>New Haven, CT 06513</u>									
Telephone No.: <u>203.815.7543</u>									
STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY	
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions	
Demo Fence - 2 Men, 1 Day	Carpentry	16.00	\$85.00			\$1,360.00	\$0.00		
						\$0.00	\$0.00		
Reinstall Fence - 3 Men, 1 Day	Carpentry	24.00	\$85.00			\$2,040.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
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						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
SUBTOTALS						\$3,400.00	\$0.00		
TOTAL LABOR						\$3,400.00	\$0.00		

Elm City Communities/ Housing Authority New Haven/ Glendower Gro
 360 Orange Street
 New Haven, CT 06511

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 4

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 4

CHANGE ORDER EQUIPMENT EXPENSE PROPOSAL

Contractor Name: <u>Elm City Carpentry LLC</u>	Page Number: <u>1</u> of <u>1</u>	Date: <u>07/28/22</u>
Address: <u>319 Peck St J10</u>		
<u>New Haven, CT 06513</u>		
Telephone Number: <u>203.815.7543</u>		

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. For self-owned equipment calculate rate in column 6. 2. Rented equipment will be paid for at actual cost. Complete columns 1, 3, 4 and 11.
 <i>Include a copy of the rental invoice or quote verified with the signature of the DA Project Manager.</i> 3. Operating cost includes fuel and lubricants but does not include operator's wages. 4. Minor equipment and hand tools are considered overhead costs and cannot be claimed. | Comments: _____

_____ |
|--|--|

1	2	3	4	5	6	7	8	9	10	11
Indicate if Owned or Rented	Reference Page from Blue Book	Complete Equipment Description Year, Make, Complete Model No., Size, Capacity, H.P., GWV, Fuel Type used or other information to completely describe the equipment used.	Hours Required on Site	Monthly Rate	Hourly Rate <i>Column 5 divided by 176 Hrs./Month</i>	Equipment Expense <i>Column 4 multiplied by Column 6</i>	Actual Operating Hours	Hourly Operating Cost <i>Rate from Blue Book</i>	Total Operating Cost <i>Column 8 multiplied by Column 9</i>	Total Equipment Cost <i>Sum of Column 7 and Column 10 or Total Rental Cost</i>
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
TOTAL CONTRACTOR EQUIPMENT EXPENSE										\$0.00

~~(5/28/20)~~

Carry forward to Contractor's Proposal or Subcontractor's Proposal

Elm City Communities/ HOUSING AUTHORITY NEW HAVEN/ Glendower Group
 360 ORANGE STREET
 NEW HAVEN, CT 06511

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 4

UNIT PRICE WORKSHEET

Contractor Name: <u>Elm City Carpentry LLC</u>		Page Number: <u>1</u> of <u>1</u>	Date: <u>07/28/22</u>		
Address: <u>319 Peck St J10</u>					
<u>New Haven, CT 06513</u>					
Telephone Number: <u>203.815.7543</u>					
FOR UNIT PRICES SPECIFIED IN THE CONTRACT DOCUMENTS					
Spec. Section	Description	Quantity	Unit	Unit Cost	Total Cost
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
A. TOTAL CONTRACT UNIT PRICE COSTS					\$0.00
For Contractor Work or Subcontractor Work carry forward to Contractor's Proposal, Section C.					

AIA® Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Housing Authority of New Haven Essex Townhouse Fencing Improvement 1134 Quinnipiac Avenue New Haven CT	CONTRACT INFORMATION: Contract For: General Construction Date: November 2021	CHANGE ORDER INFORMATION: Change Order Number: 005 Date: September 8, 2022
OWNER: <i>(Name and address)</i> Housing Authority of New Haven 360 Orange Street New Haven CT	ARCHITECT: <i>(Name and address)</i> Silver Petrucelli & Associates, Inc. 3190 Whitney Avenue Hamden CT 06518	CONTRACTOR: <i>(Name and address)</i> Elm City Carpentry LLC 319 Peck Street 3-10 New Haven CT

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


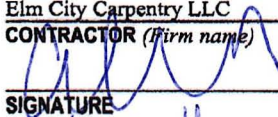
Remove and replace 7 fence posts and 7 sections of the fence in the amount of \$8,417.27.

The original Contract Sum was	\$ 289,000.00
The net change by previously authorized Change Orders	\$ 36,753.57
The Contract Sum prior to this Change Order was	\$ 325,753.57
The Contract Sum will be increased by this Change Order in the amount of	\$ 8,417.27
The new Contract Sum including this Change Order will be	\$ 334,170.84

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be December 20, 2022

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silver Petrucelli & Associates, Inc. ARCHITECT <i>(Firm name)</i>	Elm City Carpentry LLC CONTRACTOR <i>(Firm name)</i>	Housing Authority of New Haven OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Steven June, Construction Administration PRINTED NAME AND TITLE	Andrew Small, Member PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
9/12/2022 DATE	9/12/22 DATE	 DATE

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven, CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 5

CONTRACTOR'S CHANGE ORDER PROPOSAL

Contractor Name:	<u>Elm City Carpentry LLC</u>	Date:	<u>08/30/22</u>
Address:	<u>319 Peck St J10</u>	Allowance	
	<u>New Haven, CT 06513</u>	Change Order	
Telephone No.:	<u>203.815.7543</u>		

SECTION A: CONTRACTOR WORK	HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$6,120.00	
2. Total Contractor Material (from Material Worksheet)	\$894.39	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00	
4 SUBTOTAL (total lines 1 through 3)	\$7,014.39	
5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%	\$420.86	
7 Contractor's Markup Combined Overhead and Profit (14% of line 4)	\$982.01	
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	\$8,417.27	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)	
9. Names of Subcontractors:	Base Cost Only (Line D3)	up to 8% Markup (Line D4)
A. _____	\$0.00	\$0.00
B. _____	\$0.00	\$0.00
C. _____	\$0.00	\$0.00
D. _____	\$0.00	\$0.00
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):		
11a. Overhead up to 2%		\$0.00
11b. Profit, Up to 6%		\$0.00
11c.		\$0.00
12. Subcontractors' Premium Portion of approved Overtime		\$0.00
13. SUBCONTRACTOR TOTAL		\$0.00

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
--	-----	--------	--

SECTION D: CONTRACTOR'S REQUESTED TOTAL		Round Totals to Nearest Dollar
15. AMOUNT REQUESTED	(Total lines 8,13, and 14.)	\$8,417.27
Signature of Contractor's Authorized Representative	Date	
Print Name	Print name of Contact Person (if different)	
Print Title	Phone No. (if different from above)	

SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW

I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:

By: _____ Date _____ Phone No. _____

Construction Manager/A/E

Project Manager

Construction Officer

Credit Change Order Payment Lines Affected	Line	Amount	Line	Amount
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 5

CHANGE ORDER LABOR WORKSHEET

Contractor Name:	<u>Elm City Carpentry LLC</u>	Date:	<u>08/30/22</u>
Address:	<u>319 Peck St J10</u>		
	<u>New Haven, CT 06513</u>		
Telephone No.:	<u>203.815.7543</u>		

STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY	
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions	
Demo Fence - 3 Men, 1 Day	Carpentry	24.00	\$85.00			\$2,040.00	\$0.00		
						\$0.00	\$0.00		
Reinstall Fence - 3 Men, 2 Day	Carpentry	48.00	\$85.00			\$4,080.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
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						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
						\$0.00	\$0.00		
SUBTOTALS						\$6,120.00	\$0.00		
TOTAL LABOR						\$6,120.00	\$6,120.00		

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-508
 Project No. Essex Fence
 Change Request No. 5

CHANGE ORDER MATERIAL WORKSHEET

Contractor: Elm City Carpentry LLC					Date: 08/30/22	
Address: 319 Peck St J10						
New Haven, CT 06513						
Telephone: 203.815.7543						
Material Description	Quantity	Unit	Unit Cost	Material Cost	ECC USE ONLY	
					HANH Revisions	
Cedar Boards - 1x4x6	28	1x4x6	\$10.38	\$290.64		
				\$0.00		
				\$0.00		
7 Posts	7	Ea	\$86.25	\$603.75		
				\$0.00		
				\$0.00		
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				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
(Total from additional Material Worksheets, if required.)				\$0.00		
(5/2020)	TOTAL MATERIAL			\$894.39		

SAME AS APPROVED SUBMITTAL TO INCLUDE WARRANTY

Elm City Communities/ Housing Authority New Haven/ Glendower Gro
360 Orange Street
New Haven, CT 06511

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 5

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 5

CHANGE ORDER EQUIPMENT EXPENSE PROPOSAL

Contractor Name: <u>Elm City Carpentry LLC</u>	Page Number: <u>1</u> of <u>1</u>	Date: <u>08/30/22</u>
Address: <u>319 Peck St J10</u>		
<u>New Haven, CT 06513</u>		
Telephone Number: <u>203.815.7543</u>		

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. For self-owned equipment calculate rate in column 6. 2. Rented equipment will be paid for at actual cost. Complete columns 1, 3, 4 and 11.
<i>Include a copy of the rental invoice or quote verified with the signature of the DA Project Manager.</i> 3. Operating cost includes fuel and lubricants but does not include operator's wages. 4. Minor equipment and hand tools are considered overhead costs and cannot be claimed. | Comments: _____

_____ |
|---|--|

1	2	3	4	5	6	7	8	9	10	11
Indicate if Owned or Rented	Reference Page from Blue Book	Complete Equipment Description <small>Year, Make, Complete Model No., Size, Capacity, H.P., GWV, Fuel Type used or other information to completely describe the equipment used.</small>	Hours Required on Site	Monthly Rate	Hourly Rate <small>Column 5 divided by 176 Hrs./Month</small>	Equipment Expense <small>Column 4 multiplied by Column 6</small>	Actual Operating Hours	Hourly Operating Cost <small>Rate from Blue Book</small>	Total Operating Cost <small>Column 8 multiplied by Column 9</small>	Total Equipment Cost <small>Sum of Column 7 and Column 10 or Total Rental Cost</small>
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
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					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
					\$0.00	\$0.00			\$0.00	
TOTAL CONTRACTOR EQUIPMENT EXPENSE										\$0.00

Elm City Communities/ HOUSING AUTHORITY NEW HAVEN/ Glendower Group
 360 ORANGE STREET
 NEW HAVEN, CT 06511

Contract Number PM-21-C-508
 Project Number Essex Fence
 Change Request No. 5

UNIT PRICE WORKSHEET

Contractor Name:	<u>Elm City Carpentry LLC</u>	Page Number: <u>1</u> of <u>1</u>	Date: <u>08/30/22</u>
Address:	<u>319 Peck St J10</u>		
	<u>New Haven, CT 06513</u>		
Telephone Number:	<u>203.815.7543</u>		

FOR UNIT PRICES SPECIFIED IN THE CONTRACT DOCUMENTS						
Spec. Section	Description	Quantity	Unit	Unit Cost	Total Cost	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
A. TOTAL CONTRACT UNIT PRICE COSTS					\$0.00	

For Contractor Work or Subcontractor Work carry forward to Contractor's Proposal, Section C.

MEMORANDUM

TO: Board of Commissioners

DATE: September 20, 2022

FROM: Karen DuBois-Walton, Ph.D., President

RE: Resolution Authorizing Change Order #7 and Change Order #8 to BRD Builders, LLC Essex Exterior Envelope and Dwelling Unit Improvements Contract in the Amount Not to Exceed \$116,284.65 Bringing the Adjusted Contract Value From \$2,109,378.84 to \$2,225,663.49 Extending Contract Time Until May 4, 2023

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 09-48/22-R

TIMING: Immediately

DISCUSSION: At Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to upgrade the development including roofs, gutters, windows, doors, siding, bathrooms, flooring, etc.

On September 21, 2021, the Board of Commissioners authorized contract award to BRD Builders, LLC who submitted the most responsive and responsible bid in the amount of \$1,919,761.30 for completion in 180 calendar days from Notice to Proceed.

As work progressed, ECC/HANH authorized Change Order #1 for Pella fiberglass casement windows in the amount of \$16,816.24 extending contract time to November 26, 2022; Change Order #2 for PVC trim at fascias and rakes in the amount of \$20,881.26; Change Order #3 for continuous hinges at full and half bath hollow metal door frames in the amount of \$8,633.52; Change Order #4 for bathroom tub surrounds that will provide a more sustainable wall surface in the amount of \$135,230.28 extending contract time until January 25, 2023 in anticipation of long lead-time delivery; Change Order #5 to add bathroom grab bar blocking in the amount of \$3,627.26 extending contract time until January 29, 2023; and Change Order #6 for material cost increase for bathroom vanity tops in the amount of \$4,428.98. These combined changes were under 10% and did not require prior Board approval. Following authorization of Change Order #6, the adjusted contract value increased from \$1,919,761.30 to \$2,109,378.84.

ECC/HANH is now recommending authorization of Change Order #7 for bathroom ceramic tile for improved sustainability in the amount of \$86,220.24 and for Change Order #8 for roofing installation on roof crickets in the amount of \$30,064.41 extending contract time until May 4, 2023. Following authorization of Change Order #7 and Change Order #8, the adjusted contract value will increase from \$2,109,378.84 to \$2,225,663.49.

In accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #7 to contract #PM-21-C-524 with BRD Builders, LLC in the amount not to exceed \$116,284.65 for Essex Exterior Envelope and Dwelling Unit Improvements bringing the adjusted contract value from \$2,109,378.84 to \$2,225,663.49 extending contract time until May 4, 2023.

FISCAL IMPACT: \$116,284,65

SOURCE OF FUNDS: CFP 2020; CFP 2021; CFP 2022

STAFF: Hannah Sokal-Holmes, Vice-President, Planning & Modernization

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 09-48/22-R

**RESOLUTION AUTHORIZING CHANGE ORDER #7 TO BRD BUILDERS, LLC
ESSEX EXTERIOR ENVELOPE AND DWELLING UNIT IMPROVEMENTS
CONTRACT IN THE AMOUNT NOT TO EXCEED \$116,284.65 BRINGING THE
ADJUSTED CONTRACT VALUE FROM \$2,109,378.84 TO \$2,225,663.49
EXTENDING CONTRACT TIME UNTIL MAY 4, 2023**

WHEREAS, at Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to upgrade the development including roofs, gutters, windows, doors, siding, bathrooms, flooring, etc.; and

WHEREAS, on September 21, 2021, the Board of Commissioners authorized contract award to BRD Builders, LLC who submitted the most responsive and responsible bid in the amount of \$1,919,761.30 for completion in 180 calendar days from Notice to Proceed; and

WHEREAS, as work progressed, ECC/HANH authorized:

- Change Order #1 for Pella fiberglass casement windows in the amount of \$16,816.24 extending contract time to November 26, 2022
- Change Order #2 for PVC trim at fascias and rakes in the amount of \$20,881.26
- Change Order #3 for continuous hinges at full and half bath hollow metal door frames in the amount of \$8,633.52
- Change Order #4 for bathroom tub surrounds that will provide a more sustainable wall surface in the amount of \$135,230.28 extending contract time until January 25, 2023, and
- Change Order #5 to add bathroom grab bar blocking in the amount of \$3,627.26 extending contract time until January 29, 2023;
- Change Order #6 for material cost increase for bathroom vanity tops in the amount of \$4,428.98; and

WHEREAS, these combined changes were under 10% and did not require prior Board approval; and

WHEREAS, ECC/HANH is now recommending authorization of Change Order #7 for bathroom ceramic tile for improved sustainability in the amount of \$86,220.24 and Change Order #8 for roofing installation on roof crickets in the amount of \$30,064.41 extending contract time until May 4, 2023; and

WHEREAS, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts

greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute Change Order #7 for bathroom ceramic tile for improved sustainability in the amount of \$86,220.24 and Change Order #8 for roofing installation on roof crickets in the amount of \$30,064.41 extending contract time until May 4, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

- 1) Change Order #7 to contract #PM-21-C-524 with BRD Builders, LLC in the amount not to exceed \$116,284.65 for bathroom ceramic tile for improved sustainability in the amount of \$86,220.24 and Change Order #8 for roofing installation on roof crickets in the amount of \$30,064.41 bringing the adjusted contract value from \$2,109,378.84 to \$2,225,663.49 extending contract time until May 4, 2023 is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton, Ph. D.
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

DETAILED CHANGE ORDER LOG

Project Name	Essex Envelope and Dwelling Unit Improvements						
Contractor Name	BRD Builders LLC						
Contract No.	PM-21-C-524	Go to BOC at 10%					
Original Contract Value	\$1,919,761.30	\$191,976.13			Original start date:	12/6/2021	
Original SOW Value	\$1,919,761.30				Original end date:	6/4/2022	
Allowance	\$0.00						
Change Order Summary	No.	Proposed Value	Final Value	Adjusted Allowance	Adjusted SOW Value	Adjusted Contract Value	Contract End Time
Provide labor, materials, and storage to provide and install modified Pella Casement Windows and extend Contract 175 days due to supply change delays; incl. asbestos abatement	1	\$46,804.72	\$16,816.24	\$0.00	\$1,936,577.54	\$1,936,577.54	11/26/2022
PVC trim for fascia boards	2	\$25,000.00	\$20,881.26	\$0.00	\$1,957,458.80	\$1,957,458.80	11/26/2022
Piano-Continuous hinge for bathroom doors	3	\$9,113.16	\$8,633.52	\$0.00	\$1,966,092.32	\$1,966,092.32	11/26/2022
Tub Surrounds + 60 days extension	4	\$135,230.28	\$135,230.28	\$0.00	\$2,101,322.60	\$2,101,322.60	1/25/2023
Grab bar blocking for future Reasonable Accommodations+ 4 day extension	5	\$3,627.26	\$3,627.26	\$0.00	\$2,104,949.86	\$2,104,949.86	1/29/2023
Forty-Three Vanity Tops	6	\$6,789.00	\$4,428.98	\$0.00	\$2,109,378.84	\$2,109,378.84	1/29/2023
Porcelain Tile	7	\$94,568.00	\$86,220.24	\$0.00	\$2,195,599.08	\$2,195,599.08	3/29/2023
Roof Crickets--TPO	8	\$30,064.41	\$30,064.41	\$0.00	\$2,225,663.49	\$2,225,663.49	5/4/2023
TOTALS		\$351,196.83	\$305,902.19		\$2,225,663.49	\$2,225,663.49	5/4/2023



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address) 2257-01 Exterior Envelope and Dwelling Unit Improvements at Essex Townhouses 1134 Quinnipiac Avenue, New Haven, Connecticut 06511	CONTRACT INFORMATION: Contract For: General Construction Date: December 06, 2021 (Notice to Proceed)	CHANGE ORDER INFORMATION: Change Order Number: 007 Date: August 23, 2022
OWNER: (Name and address) Housing Authority of New Haven 360 Orange Street New Haven, Connecticut 06511	ARCHITECT: (Name and address) Lothrop Associates, LLP 333 Westchester Avenue White Plains, New York 10604	CONTRACTOR: (Name and address) BRD Builders, LLC 2099 Main Street Hartford, Connecticut 06120

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Included in this Change Order is all work associated with the purchase and installation of Porcelain Tile Flooring and Cove Base at all full and half bathrooms in lieu of specified LVT flooring at Essex Townhouses. Total amount of Change Order is \$86,220.24. Proposed Change Order (PCO) #08 - Ceramic Tile For Bathroom dated July 05, 2022, in the amount of \$86,220.24 is attached as submitted by BRD Builders, LLC.

Change Order Summary

- 1) Proposal request was initiated upon Elm City Community's request to have Porcelain tile installed in place of LVT flooring.
- 2) Proposed change order provides a credit in the amount of (\$7,655.56) for the elimination of in contract LVT flooring from the project scope.
- 3) This G701 increases the contract time to address the additional work required to order and install tile versus installing LVT flooring.

The original Contract Sum was	\$ 1,919,761.30
The net change by previously authorized Change Orders	\$ 189,617.54
The Contract Sum prior to this Change Order was	\$ 2,109,378.84
The Contract Sum will be increased by this Change Order in the amount of	\$ 86,220.24
The new Contract Sum including this Change Order will be	\$ 2,195,599.08

The Contract Time will be increased by Fifty-Nine (59) days.
 The new date of Substantial Completion will be March 29, 2023


NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

_____ Lothrop Associates, LLP ARCHITECT (Firm name)	_____ BRD Builders, LLC CONTRACTOR (Firm name)	_____ Housing Authority of New Haven OWNER (Firm name)
---	--	--

		
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
Arthur J. Seidler, III, Senior Associate	Mike Clifford, President	Karen Dubois Walton, President
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
		
_____ DATE	_____ DATE	_____ DATE

This PCO will be repriced prior to the Sept 20th 2022 Board meeting and will only be honored if the materials do not incur a price increase


9-06-22
mm 9/6/22



AIA® Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*
Exterior Envelope and Dwelling
Unit Improvements
at Essex Townhouses
1134 Quinnipiac Avenue
New Haven, Connecticut 06511

CONTRACT INFORMATION:
Contract For: General Construction

Architect's Project Number: 2257-01
Proposal Request Number: 006

Date: December 06, 2021
(Notice to Proceed)

Proposal Request Date: June 23, 2022

OWNER: *(name and address)*
Housing Authority of New Haven
360 Orange Street
New Haven, Connecticut 06511

ARCHITECT: *(name and address)*
Lothrop Associates, LLP
333 Westchester Avenue
White Plains, New York 10604

CONTRACTOR: *(name and address)*
BRD Builders, LLC
2099 Main Street
Hartford, Connecticut 06120

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Zero (0) days or notify the Architect in writing of the anticipated date of submission.
(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

BRD Builders LLC is hereby requested to provide unit pricing based on CSK-03 for all work associated with the installation of 6"x6" porcelain floor tile and 6"x12" cove tile base at all full and half bathrooms in place of specified LVT flooring at Essex Townhouses.

IF THE ABOVE LISTED WORK RESULTS IN A CHANGE TO THE CONTRACT SUM OR DURATION THE CONTRACTOR SHALL SUBMIT A WRITTEN PROPOSAL FOR AUTHORIZATION BEFORE PROCEEDING.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

Gordon Fraites, Project Manager

PRINTED NAME AND TITLE



Lothrop Associates LLP Architects

333 Westchester Avenue
White Plains, New York 10604
914-741-1115

EMAIL & FedEx

August 23, 2022

Mike Clifford
President
BRD Builders, LLC
2099 Main Street
Hartford, CT 06120

**RE: Exterior Envelope and Dwelling Unit Improvements
at Essex Townhouses
1134 Quinnipiac Avenue
New Haven, CT 06511
LA# 2257-01**

REF: AIA Change Order GC-007

Dear Mr. Clifford:

On behalf of Elm City Communities/Housing Authority of New Haven, we are transmitting for your review and signature three (3) originals of the attached Change Order GC-007 (AIA Document G701) dated August 23, 2022 in the amount of \$86,220.24 for the changes as listed below. Once you have signed the (3) originals please have them delivered to the Housing Authority of New Haven for their signature.

For the record, this GC-007 Change Order is based on your firm's Proposed Change Order as follows (attached):

Proposed Change Orders (PCO) #08 – Ceramic Tile For Bathrooms, dated July 05, 2022, in the amount of \$86,220.24.

Your firm will be provided with a fully executed original change order after it has been signed by Elm City Communities.

Mike Clifford
President
BRD Builders, LLC
Page 2 of 2

If you have any questions, please call.

Respectfully,

A handwritten signature in blue ink, appearing to read "Gordon Fraites", with a long horizontal flourish extending to the right.

Gordon Fraites, Associate AIA
Design | Technical

cc: Hannah Sokal-Holmes, Elm City Communities
Catherine Hawthorne, Elm City Communities
Frank Emery, Elm City Communities
Rachel Gilroy, Elm City Communities



BRD Builders
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

07/05/2022

Frank Emery
Housing Authority of New Haven dba Elm City Communities
360 Orange Street, P.O. Box 1912
New Haven, CT 06511

Re: Our Change Proposal 1440002-08 for **Ceramic Tile For Bathrooms**

Project: Essex Interior & Exterior Renovations

Housing Authority of New Haven dba Elm City Communities

Essex Townhouses, 1134 Quinnipiac Avenue, New Haven, CT 06513

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

9 - Finishes

1. T&S LVT L&M Credit
2. Section B Line 11a Overhead up to 2%
3. Section B Line 11b Profit up to 6%

35 fulls
12 1/2 baths
47 total
approx. \$1,834.47
a bathroom

Price: \$ 86,220.24 *Eighty Six Thousand Two Hundred Twenty Dollars and Twenty Four Cents*

Time: The duration of the Work to achieve Substantial Completion will be **INCREASED by 59 days.**

Clarification(s): - None.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Additional Attachments

Please contact me at (860) 706-0359 or via e-mail mclevelandbrd@gmail.com if you have any questions or require additional information.

Regards,
BRD Builders
Mitchel Cleveland

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer
Signature: _____

Date: _____
-

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 8

CONTRACTOR'S CHANGE ORDER PROPOSAL tile underlayment & tile 59 days added to contract

Contractor Name: BRD Builders LLC		Date: 08/19/22			
Address: 2099 Main St. Hartford, CT 06120		Allowance Change Order 8			
Telephone No.: 860-706-0359					
SECTION A: CONTRACTOR WORK		HANH REVISIONS			
1. Total Contractor Labor (from Labor Worksheet)		\$0.00			
2. Total Contractor Material (from Material Worksheet)		\$0.00			
3. Total Contractor Equipment (from Equipment Expense Proposal)		\$0.00			
4 SUBTOTAL (total lines 1 through 3)		\$0.00			
5 Premium Portion of Overtime (from Labor Worksheet)		\$0.00			
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%		\$0.00			
7 Contractor's Markup Combined Overhead and Profit (% of line 4)		\$0.00			
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)		\$0.00			
SECTION B: SUBCONTRACTOR WORK (From Subcontractor's Proposal - Use a separate form for each Sub)					
9. Names of Subcontractors:					
	Base Cost Only (Line D3)	up to 8% Markup (Line D4)			
A. JD Fab Floors L&M Cove Tile Option	\$81,455.38	\$87,971.81			
B. TS Floors LVT L&M Credit	(\$7,655.56)	(\$7,655.56)			
C.	\$0.00	\$0.00			
D.	\$0.00	\$0.00			
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$73,799.82	\$80,316.25			
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):					
11a. Overhead up to 2%		\$1,476.00			
11b. Profit, Up to 6%		\$4,427.99			
11c.		\$0.00			
12. Subcontractors' Premium Portion of approved Overtime		\$0.00			
13. SUBCONTRACTOR TOTAL		\$86,220.24			
SECTION C:	TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14. \$0.00			
SECTION D:	CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar			
15. AMOUNT REQUESTED (Total lines 8, 13, and 14.)		\$86,220.24			
<i>Mitchel Cleveland 08-19-22</i>					
Signature of Contractor's Authorized Representative		Date			
Mitchel Cleveland					
Print Name		Print name of Contact Person (if different)			
Supervisor					
Print Title		Phone No. (if different from above)			
SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW					
I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:					

By: _____					
Construction Manager/A/E	Date	Phone No.			
_____	_____	_____			
Project Manager	_____	_____			
_____	_____	_____			
Construction Officer	_____	_____			
Credit Change Order Payment Lines Affected					
Line	Amount	Line	Amount	Line	Amount
_____	_____	_____	_____	_____	_____

Housing Authority of City of New Haven
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 1

CONTRACTOR'S CHANGE ORDER PROPOSAL

Contractor Name:	JD Fabulous Floors LLC	Date:	08/17/22
Address:	33 Dixwell Ave Suite 280 New Haven, CT 06511	Allowance	
Telephone No.:	203-559-7441	Change Order	
Tile Quote 1			
SECTION A: CONTRACTOR WORK		HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$57,000.00		
2. Total Contractor Material (from Material Worksheet)	\$24,455.38		
3. Total Contractor Equipment (from Equipment Expense Proposal)			
4. SUBTOTAL (total lines 1 through 3)	\$81,455.38		
5. Premium Portion of Overtime (from Labor Worksheet)	\$0.00		
6. Contractor's Markup Combined Overhead and Profit (10% of line 4)	\$6,516.43		
7. CONTRACTOR TOTAL (Total lines 4, 5 and 6)	\$87,971.81		
SECTION B: SUBCONTRACTOR WORK	<i>(From Subcontractor's Proposal - Use a separate form for each Sub)</i>		
9. Names of Subcontractors:	Base Cost Only (Line D3)	6% Markup (Line D4)	
A. _____	\$0.00	\$0.00	
B. _____	\$0.00	\$0.00	
C. _____	\$0.00	\$0.00	
D. _____	\$0.00	\$0.00	
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00	
11. Contractor's Markup on Subs' Cost (per HANH Special Conditions):			
11a. Not For Use (\$1,000 maximum)		\$0.00	
11b. Not For Use (\$4,500 maximum)		\$0.00	
11c. Not For Use		\$0.00	
12. Subcontractors' Premium Portion of Overtime		\$0.00	
13. SUBCONTRACTOR TOTAL		\$0.00	
SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
SECTION D: CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar		
15. AMOUNT REQUESTED (Total lines 7, 13, and 14.)		\$87,971.81	
Signature of Contractor's Authorized Representative <i>Kyle E Lewis</i>	Date 8/17/22	Signature of Contact Person (if different) <i>Teri White Donaldson</i>	
Print Name Kyle E Lewis		Print name of Contact Person (if different)	
Print Title Project Engineer		Phone No. (if different from above)	
SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW	I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:		
By:	_____	Date	_____
Construction Manager/A/E	_____	Phone No.	_____
Project Manager	_____		
Construction Officer	_____		
Credit Change Order Payment Lines Affected			
Line	Amount	Line	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



*JD FABULOUS
FLOORS LLC*

JD Fabulous Floors LLC
33 Dixwell Ave Suite 280
New Haven, CT 06511
(203) 559-7441

August 17th, 2022
Estimate: 2022-040
WMBE/SBE/Section 3
jdfabfloors@gmail.com

Essex Townhouses (Tile Quote)

Wall/Floor Tile:

(Tile-1) Sello Color: Light Gray 12" x 24"

(Location: Bathroom Floor)

(Tile-2) Daltile Color Wheel Color: White 6" x 6"

(Location: Bathroom Wall)

Marble Thresholds- Color: White Quartz 4" x 36"

(Including: hardie backerboard, thinset, grout, grout additive, Schluter Kerdi system)

JD Fabulous Floors LLC to provide all equipment, setting material and labor per plans and specifications, to complete the installation of Floor & Wall Tile)

Total Cost of Materials & Labor: \$87,971.81

Tax Exempt

This estimate is as per given to JD Fabulous Floors LLC 8/17/2022

*475 Whitney Ave
New Haven, CT 06511
(203) 559 - 7441*

*AAEOE
www.jdfabfloors.com
jdfabfloors.com*

Elm City Communities/ Housing Authority New Haven/ Glendower Group
360 Orange Street
New Haven CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 1

CHANGE ORDER LABOR WORKSHEET

Contractor Name:		<u>JD Fabulous Floors LLC</u>					Date:		<u>08/17/22</u>	
Address:		<u>33 Dixwell Ave Suite 280</u>								
		<u>New Haven, CT 06511</u>								
Telephone No.:		<u>203-559-7441</u>								
STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY		
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions		
Project Manager	Flooring	200.00	\$70.00			\$14,000.00	\$14,000.00			
Foreman	Flooring	200.00	\$50.00			\$10,000.00	\$10,000.00			
Hardwood Installers	Flooring	800.00	\$35.00			\$28,000.00	\$28,000.00			
Laborer	Flooring	200.00	\$25.00			\$5,000.00	\$5,000.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
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						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
SUBTOTALS						\$0.00	\$0.00			
TOTAL LABOR						\$57,000.00	\$57,000.00			

Home / Building Materials / Drywall / Cement Boards

You're shopping at Yonkers OPEN until 10 pm

Delivering to 10710

hardie backerboard

Cart 10 Items

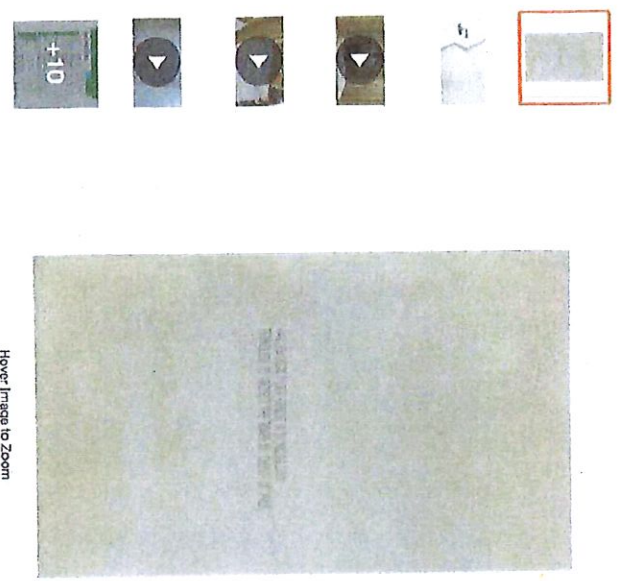
Home #10017057 | 866 220023 Store #02225

2.5x

BULK PRICE \$1727

Buy 20 or more \$14.54

James Hardie HardieBacker 3 ft. x 5 ft. x 0.42 in. Cement Backerboard ***** (177) Questions & Answers (177)



Hover Image to Zoom

Store Pickup Pick-up Today FREE

Ship to Home Not available for this item

Scheduled Delivery AS SOON AS Tomorrow \$79.00

157 in stock at Yonkers Check Nearby Stores

Yonkers Store 157 in stock Aisle 14, Bay 019 Tend to Me

How to Get It

Delivering to: 10710 | Change

How much will you need? Please note: calculators are estimates and can only be made using whole numbers.

Calculate by Square Footage

Wall 1 Width: ft Length: ft

+ Add Wall

Calculate

- 1 + Add to Cart

Frequently Bought Together



Price for all three: \$4291

Add all three to cart

- This item: HardieBacker 3 ft. x 5 ft. x 0.42 in. Cement Backerboard \$17.27
- Backer-On 49 x 1-5/8 in. Serrated Flat Head Stud Drive Cement Board Screws (140-Pack) \$1.87
- James Hardie HardieBacker 3 ft. x 5 ft. x 1/4 in. Cement Backerboard \$13.77

91 Home Improvement Products

You're shopping
Yonkers
OPEN until 10 pm

Delivering to
10710

Search



Cart | 0 items

Home / Hardware / Fasteners / Screws / Drywall Screws

Internet #234111 Macd #23411 Store SKU #1024191801



\$11.87

Backer-On
#9 x 1-5/8 in. Serrated Flat Head Star Drive Cement Board Screws (140-Pack)
★★★★★ 4.9 (25) Questions & Answers (25)



Hover Image to Zoom

Yonkers Store
65 in stock Aisle BW, Bay 017
Talk to Me

Screw Length: 1-5/8 in
1-5/8 in

Product Weight (lb.): 1.05 lb
1.05 lb 4.42 lb

How to Get It

Store Pickup
Pickup Today
FREE

Ship to Home
Get it by
Fri, Aug 19
FREE

Scheduled Delivery
As soon as
Tomorrow
\$79.00

65 in stock at Yonkers
Check Nearby Stores

- 1 +

Add to Cart

Delivering to: 10710 Change

Feedback Live Chat

Product Overview

The Backer-On 1-5/8 in. Cement Board Screws are designed for attaching HandiBacker or equivalent fiber cement backerboard. Additional Resources
<https://www.homedepot.com/p/Backer-On-9-x-1-5-8-in-Serrated-Flat-Head-Star-Drive-Cement-Board-Screws-140-Pack-23411/300658711>



You're shopping
Yorkers

Delivering to
10710

ram board



Cart | 0 items

Home / Paint / Paint Supplies / Plastic Sheeting

Item # 5008200 Model # 5008200 Store # 428202



\$63.95 /roll

Buy 16 or more \$57.99 /roll

Pay \$39.95 each when you open a new card. Apply for a Home Depot Consumer Card.

Ram Board
0.042 in. x 38 in. x 100 ft. Temporary Floor Protection
★★★★★ (17) Questions & Answers (13)



Hover Image to Zoom

Frequently Bought Together



+



+



Price for all three:

\$106.18

Add all three to cart

How to Get It

Store Pickup
Pickup Today
FREE

Ship to Home
Get it by Wed, Aug 24
FREE

Scheduled Delivery
As soon as Tomorrow
\$79.00

14 in stock at Yorkers
Check Nearby Stores

- 1 +

Add to Cart

Delivering to: 10710 | Change

Feedback

Live Chat

Product Overview

- ✓ This Kent 0.042 in. x 38 in. x 100 ft. Temporary Floor Protection \$63.95
- ✓ Ram Board 6.1 mm x 3 in. x 164 ft. Seam Tape \$10.95
- ✓ HDX 12 ft. W x 400 ft. L 0.01 mil High Density Polyethylene Plastic Sheeting \$31.28



You're shopping
Yonkers
OPEN until 10 pm

Delivering to
10710

Search

Home / Flooring / Flooring Supplies / Flooring Tools / Floor Tape

Home #203578296 | Ladd #5008210 | Store SKU #20790



Cart | 0 items



\$10.95 Limit 90 per order

Ram Board
6.1 mm x 3 in. x 164 ft. Seam Tape
★★★★★ 104 Questions & Answers (16)



Hover Image to Zoom



Yonkers Store
33 in stock Aisle 14, Bay 019 Text to Me

How to Get It

Delivering to: 10710 | Change

Store Pickup
Pickup Today
FREE

Ship to Home
Get it by
Wed, Aug 24
Free with \$45 order

Scheduled Delivery
Not available for this
item

33 in stock at Yonkers
Check Nearby Stores

- 1 +

Add to Cart

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- [Implication](#)
- [Resource](#)
- [Free Design Services](#)
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- [Customer Service](#)

FLOOR & DECOR

- [SHOP BY ROOM](#)
- [INSPIRATION](#)
- [RESOURCES](#)
- [FREE DESIGN SERVICES](#)
- [PRO SERVICES](#)
- [FINANCING](#)

TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES INSTALLATION MATERIALS

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ULTRAFLEX LFT RAPID SET WHITE - LARGE FORMAT TILE MORTAR

Paramus's everyday low price!
\$37.99 / piece

SKU: 100237304

Size: 50lb

[View Specifications](#)

CALCULATE MY MORTAR QUANTITY

Quantity of pieces	1	+	\$37.99 / piece
--------------------	---	---	-----------------

SUBTOTAL

\$37.99

Renda. 4 interest-free payments of \$9.49. [Learn More](#)

IN-STORE PICKUP
 Paramus - 79 pieces
[Check Other Stores](#)

HOME DELIVERY

[FREE In-Store Returns Learn More](#)

ADD TO CART

[Add to My Projects](#)

[Print](#)

[Copy Link](#)



MATERIALS YOU NEED FROM START TO FINISH

FEEDBACK

81 Home Improvement Details

Your shopping Yonkers OPEN until 10 pm

Delivering to 10710

Search

Home / Building Materials / Drywall / Drywall Tape

Inventory #222271975 Model #FT70691-U Store SKU #653101

Cart 0 items

2.0k

\$894

Saint-Gobain ADFORS FibaTape Alkali-Resistant 2 in. x 150 ft. Self-Adhesive Cement Board Tape

Questions & Answers (35)

Yonkers Store 22 in stock Aisle 14, Bay 001 Text to Me

How to Get It Store Pickup Today FREE Ship to Home Get it by Tomorrow Free with \$45 order Scheduled Delivery As soon as Tomorrow \$7.240

Delivering to: 10719 | Change

22 in stock at Yonkers Check Nearby Stores

1 Add to Cart



Hover image to Zoom

Frequently Bought Together



Price for all three: \$34.09

Add all three to cart

- This item: FibaTape Alkali-Resistant 2 in. x 150 ft. Self-Adhesive Cement Board Tape \$8.94
USG Durock Brand 1/2 in. x 8 ft. x 5 ft. Cement Board with EdgeGuard \$13.28
Rock-On #9 x 1-1/2 in. Serrated Flat Head Star Drive Cement Board Screws (155-Pack) \$11.87

Product Overview



Proposal

T & S Flooring & Renovations

DATE: 7/21/2021

PO BOX 243
East Haddam, CT 06423
Phone: 860-985-8128
CT Lic# 605199
FEIN# 26-4117312
email: ted@tandsflooring.net

Customer:
Essex housing authority

Comments or Special Instructions:

Install LVT in bathrooms

Prepared by	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Ted Paluha					COD
QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT	
1030	LVT labor only sf	1.50		1,545.00	
671	Covebase labor lf	1.00		671.00	
1030	sand & skimcoat floors for new floors sf	0.50		515.00	
1030	LVT Materials sf	2.83		2,914.90	
7	MT711 4 Gal Adhesive	95.38		667.66	
671	Cove Base Materials lf	2.00		1,342.00	
No OH+P included					
				SUBTOTAL	\$ 7,655.56
				TAX RATE	0.00%
				SALES TAX	-
				OTHER	-
				TOTAL	\$ 7,655.56

If you have any questions concerning this invoice, contact Ted Paluha, 860-985-8128

THANK YOU FOR YOUR BUSINESS!

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 1

CONTRACTOR'S CHANGE ORDER PROPOSAL LVT Flooring Credit

Contractor Name:	T & S Flooring and Renovations	Date:	08/15/22
Address:	PO Box 243	Allowance	
	East Haddam CT 06423	Change Order	1
Telephone No.:	860-985-8126		

SECTION A: CONTRACTOR WORK	HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	(\$2,731.00)	
2. Total Contractor Material (from Material Worksheet)	(\$4,924.56)	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00	
4 SUBTOTAL (total lines 1 through 3)	\$0.00	
5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%	\$0.00	
7 Contractor's Markup Combined Overhead and Profit (% of line 4)	\$0.00	
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	(\$7,655.56)	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)		
9. Names of Subcontractors:	Base Cost Only (Line D3)	up to 8% Markup (Line D4)	
A. _____	\$0.00	\$0.00	
B. _____	\$0.00	\$0.00	
C. _____	\$0.00	\$0.00	
D. _____	\$0.00	\$0.00	
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$0.00	\$0.00	
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):			
11a. Overhead up to 2%		\$0.00	
11b. Profit, Up to 6%		\$0.00	
11c. _____		\$0.00	
12. Subcontractors' Premium Portion of approved Overtime		\$0.00	
13. SUBCONTRACTOR TOTAL		\$0.00	

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
--	-----	--------	--

SECTION D: CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar
15. AMOUNT REQUESTED (Total lines 8, 13, and 14.)	(\$7,655.56)

Ted Paluha 08/15/22

 Signature of Contractor's Authorized Representative Date
 Ted Paluha
 Print Name
 Owner
 Print Title

 Print name of Contact Person (if different)
 Phone No. (if different from above)

SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW
 I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal.
 see comments noted on proposal or below:

By: _____ Date _____ Phone No. _____
 Construction Manager/A/E

 Project Manager

 Construction Officer

Credit Change Order Payment Lines Affected					
Line	Amount	Line	Amount	Line	Amount

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 1

CHANGE ORDER LABOR WORKSHEET

Contractor Name:		T&S Flooring and Renovations					Date:		08/15/22	
Address:		PO Box 243								
		East Haddam CT 06423								
Telephone No.:		860-985-8126								
STRAIGHT TIME LABOR AND PREMIUM PORTION OF OVERTIME (PPO)								ECC USE ONLY		
Work Description	Trade	Straight Time Hours	Straight Time Rate	Overtime Hours	Overtime Rate	Straight Time Cost	PPO Cost	ECC Revisions		
Flooring Laborer	Flooring	86.00	\$31.76			\$2,731.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
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						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
						\$0.00	\$0.00			
SUBTOTALS						\$2,731.00	\$0.00			
TOTAL LABOR						\$2,731.00	\$0.00			

Labor Worksheet (05/20)

*2 hours
a bathroom*

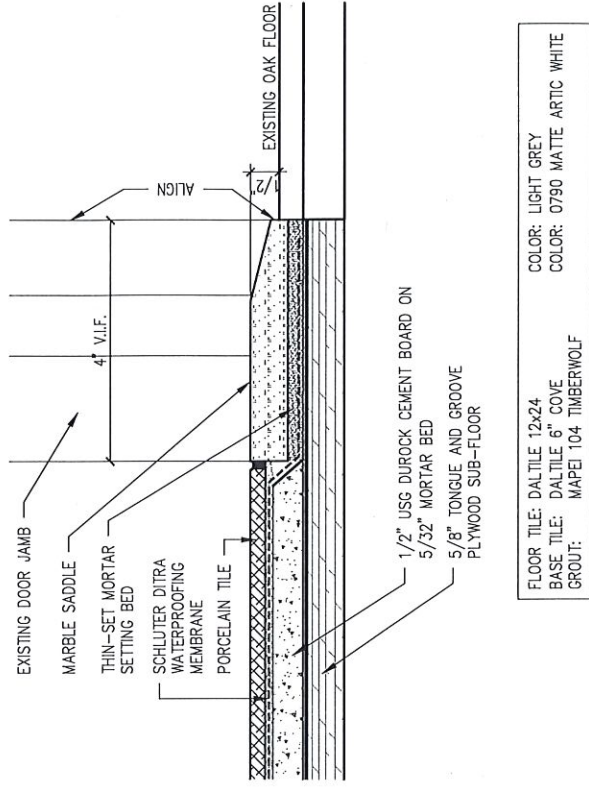
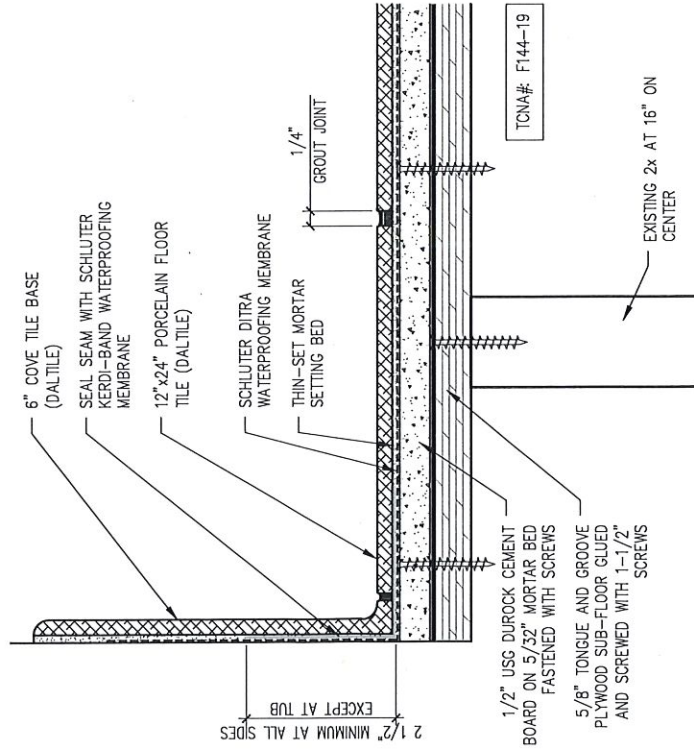
Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 1

CHANGE ORDER MATERIAL WORKSHEET Betsbath tub/surround

Contractor I T & S Flooring and Renovation		Date: 08/15/22				
Address: PO Boc 243						
East Haddam CT 06423						
Telephone 860-985-8126						
					ECC USE ONLY	
					HANH Revisions	
Material Description	Quantity	Unit	Unit Cost	Material Cost		
Mannington LVT	1030	SF	\$2.83	\$2,914.90		
MT711 4 GAL Adhesive	7	EA	\$95.38	\$667.66		
Cove Base	671	LF	\$2.00	\$1,342.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
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				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
	(Total from additional Material Worksheets, if required.)				\$0.00	
(5/2020)			TOTAL MATERIAL	\$4,924.56		

C9104 a Bathroom

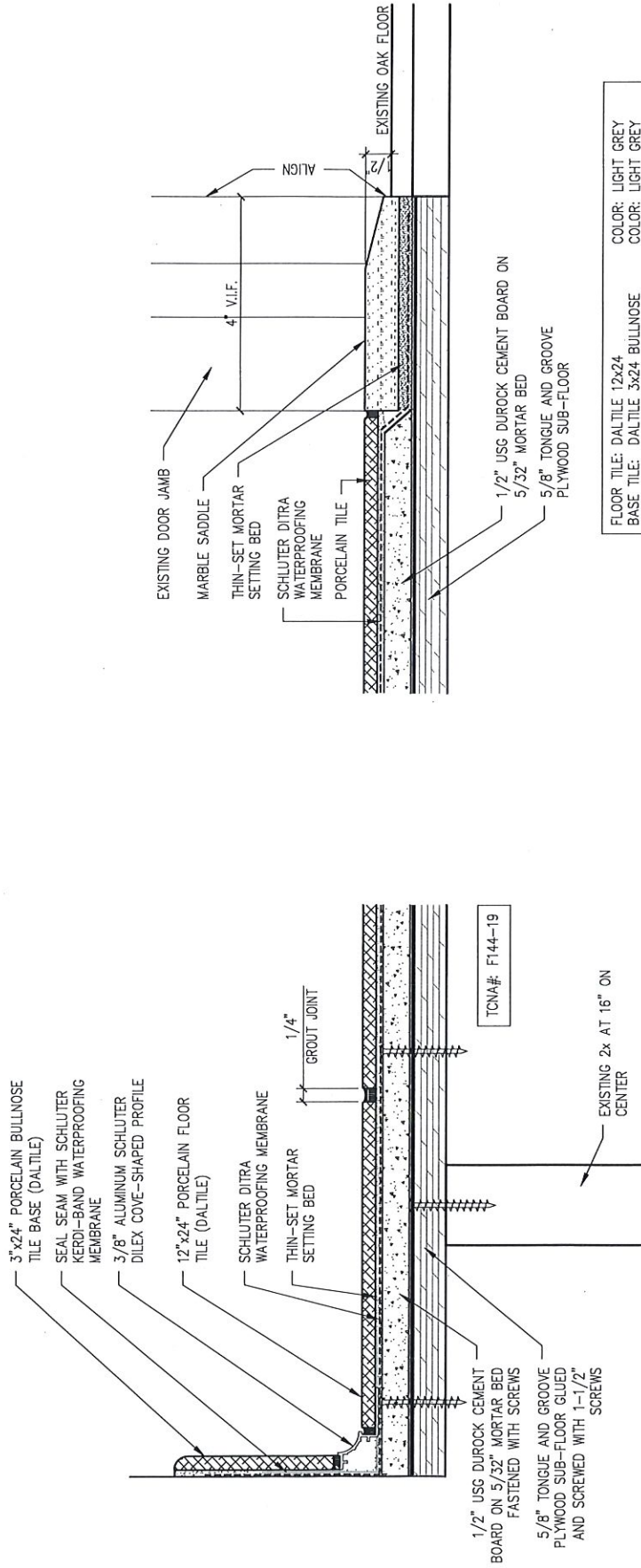


FLOOR TILE: DAL TILE 12x24
 COLOR: LIGHT GREY
 BASE TILE: DAL TILE 6" COVE
 COLOR: 0790 MATTE ARTIC WHITE
 GROUT: MAPEI 104 TIMBERWOLF

TYPICAL PORCELAIN TILE FLOOR DETAIL AT FULL AND HALF BATHROOM LOCATIONS

EXTERIOR ENVELOPE AND DWELLING UNIT IMPROVEMENTS AT ESSEX TOWNHOUSES
 11 34 QUINNIPIAC AVENUE NEW HAVEN, CT 06513
 JOB NUMBER: 2257-01

CSK-03.1 R3
 Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-741-1115
 07/28/2022



FLOOR TILE:	DALTILE 12x24	COLOR:	LIGHT GREY
BASE TILE:	DALTILE 3x24 BULLNOSE	COLOR:	LIGHT GREY
SCHLUTER:	DILEX COVE-SHAPED PROFILE	COLOR:	TUSCAN PEWTER
GROUT:	MAPEI 104 TIMBERWOLF		

TYPICAL PORCELAIN TILE FLOOR DETAIL AT FULL AND HALF BATHROOM LOCATIONS

EXTERIOR ENVELOPE AND DWELLING UNIT IMPROVEMENTS AT ESSEX TOWNHOUSES
 1134 QUINNIPIAC AVENUE NEW HAVEN, CT 06513

JOB NUMBER: 2257-01

CSK-03.2 R3

Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-741-1115
 07/28/2022

Date:	07/20/2022	RFI #:	007
To:	Housing Authority of New Haven dba Elm City Communities	Project #:	1440002
Attention:	Gordon Fraites	Required by:	07/20/2022
Phone:			
Project:	Essex Interior & Exterior Renovations		
By:	Robert Lamarre,		

Subject:	Tile Base
Ref:	

Attachment(s):

- 2257-02_22_0711_CSK-03R1 Tile Floor Detail[11786]
<https://redteam.link/e4k00n2>

Information Request / Description:
 Gordon, Ecc selected a tile that does not have matching tile base as per drawing csk-3 R1 Please clarify what base shall be used?

Suggestion:
 Revise drawing csk-3 R1 to reflect 6" vinyl cove base that sits on top of tile leave schluter membrane in place instead of tile base

RESPONSE TO R.F.I. #007

Responded By:	Gordon Fraites, <i>Architect</i> Housing Authority of New Haven dba Elm City Communities
Returned Date:	07/27/2022
Answer:	SEE ATTACHED REVISED CSK-03. BRD TO COORDINATE HANH'S TILE BASE SELECTIONS WITH INGRID AT BENDER PLUMBING.

Attachment:



REQUEST FOR INFORMATION

Date:	07/29/2022	RFI #:	009
To:	Housing Authority of New Haven dba Elm City Communities	Project #:	1440002
Attention:	Gordon Fraites	Required by:	08/01/2022
Phone:			
Project:	Essex Interior & Exterior Renovations		
By:	Mitchel Cleveland,		

Subject:	Marble Saddle Spec
Ref:	CSK-03 R3

Attachment(s):

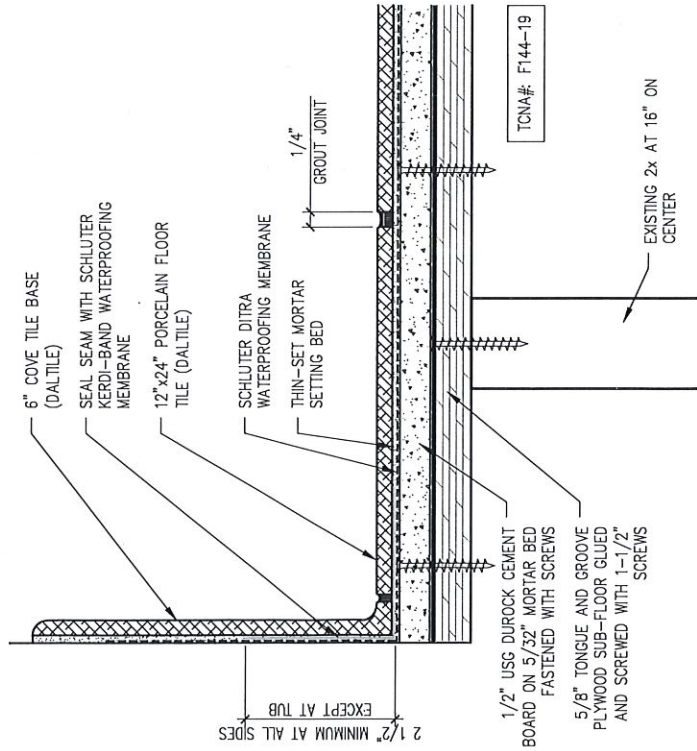
- 2257-02_22_0728_CSK-03R2 Tile Floor Detail
<https://redteam.link/s2eol3a>

Information Request / Description:
Gordon,
Please provide spec for marble saddle, brand wise and color selection. The plans call for the existing oak saddle to be removed and reused and the tile sketch is calling for a new marble saddle.

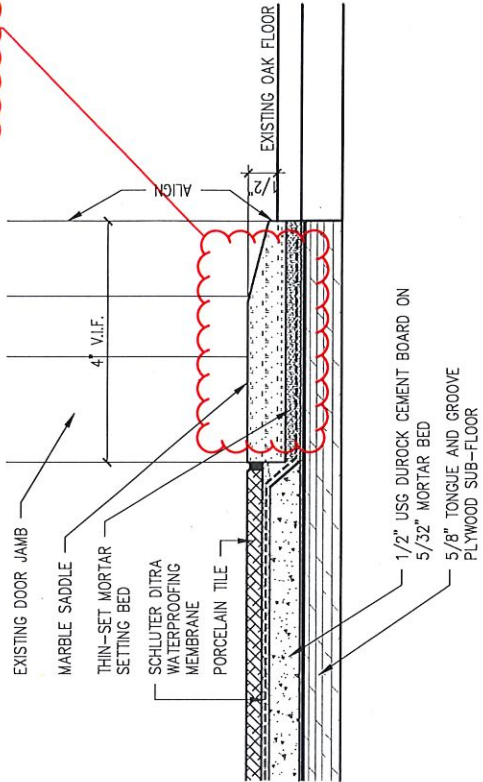
Suggestion:

SEE ATTACHED QUOTE WITH MARBLE SADDLE SELECTION AS PROVIDED BY BENDER PLUMBING ON 8/3/22.

GF
8/4/22



Please provide color selection and brand to be quoted



FLOOR TILE: DAL TILE 12x24
 COLOR: LIGHT GREY
 BASE TILE: DAL TILE 6" COVE
 COLOR: 0790 MATTE ARTIC WHITE
 GROUT: MAPEI 104 TIMBERWOLF

TYPICAL PORCELAIN TILE FLOOR DETAIL AT FULL AND HALF BATHROOM LOCATIONS

EXTERIOR ENVELOPE AND DWELLING UNIT IMPROVEMENTS AT ESSEX TOWNHOUSES
 1134 QUINNIAC AVENUE NEW HAVEN, CT 06513
 JOB NUMBER: 2257-01

CSK-03.1 R3

Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-741-1115
 07/28/2022



Bender Plumbing Supplies
of Hartford, LLC.
197 Wawarme Ave
HARTFORD, CT 06114
benderplumbing.com

PRICE QUOTE

Phone 860-233-6606
Fax 860-233-4660

Page 1
Printed 08/06/22 IT

Quoted
BRD BUILDERS LLC
2099 MAIN STREET
HARTFORD CT 06120
Tel:860-706-0359 Fax:860-727-1180

Ship To
BRD BUILDERS LLC
2099 MAIN STREET
HARTFORD CT 06120

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
OH40449	08/06/2022	09/30/2022	0005767	ELM CITY COMMUN	COMPANY TRUCK - EM	IT
Job ID	Customer Terms			Salesman		
	NET 30 DAYS			INGRID TORRES		

Product	Description	UM	Quant	Unit Price	Extension
	FIELD TILE & COVE BASE (MATTE WHITE 6X6)	
SELLOLG1224	SELLO LIGHT GREY 12X24 PORCELAIN FIELD TILE 15.3 SF/BOX CUSTOMER/CONTRACTOR PROVIDED: 43 UNITS/30-35SF PER UNIT 1800SF	BX	117	37.485	4385.75
SP	Total: FIELD TILE & COVE BASE (MATTE WHITE 6X6)	EA	1720	3.15	5418.00
	GROUT	
ULTRACOLOR #104	ULTRACOLOR TIMBERWOLF-25LBS #104 FA SANDED GROUT 25 LBS BAG MAPEI	EA	5	34.50	172.50
GROUTSHIELD700Z	GROUT SHIELD 70.oz GROUT ADDITIVE **MIX WITH GROUT INSTEAD OF WATER**	EA	5	36.75	183.75
	Total: GROUT		1	356.25	356.25
	WATERPROOFING	
SP	KERDI200200 SCHLUTE 6'7"X98'5"	EA	3	999.08	2997.24
	Total: WATERPROOFING		1	2997.24	2997.24
	THRESHOLDS	
WQ4X36THRESH	WHITE QUARTZ 4X36 THRESHOLD	EA	43	21.75	935.25

Continue...



Bender Plumbing Supplies
of Hartford, LLC.
197 Wawarme Ave
HARTFORD, CT 06114
benderplumbing.com

PRICE QUOTE

Phone 860-233-6606
Fax 860-233-4660

Page 2
Printed 08/06/22 IT

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BRD BUILDERS LLC
2099 MAIN STREET
HARTFORD CT 06120
Tel:860-706-0359 Fax:860-727-1180

Ship To
BRD BUILDERS LLC
2099 MAIN STREET
HARTFORD CT 06120

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
QH40449	08/06/2022	09/30/2022	0005767	ELM CITY COMMUN	COMPANY TRUCK - EM	IT
Job ID	Customer Terms			Salesman		
	NET 30 DAYS			INGRID TORRES		

Product	Description	UM	Quant	Unit Price	Extension
	POLISHED Total: THRESHOLDS		1	935.25	935.25
	TILE FREIGHT	
TILE FREIGHT	***INCOMING TILE FREIGHT FROM EA SUPPLIER FOR SPECIAL ORDER TILE *** TILE FREIGHT NOT TO EXCEED \$400		1	400.00	400.00
	Total: TILE FREIGHT		1	400.00	400.00
	DISCLAIMERS	
CURBSIDE DELIVE	CURBSIDE DELIVERY OF YOUR ORDER ENTAILS THE FOLLOWING: Orders are secured to a pallet and unloaded with the assistance of our truck's lift gate & pallet jack. Acceptable delivery areas that are confirmed accessible for our employee to move these pallets are; the edge of the property, a free & clear space in a garage or car port or a leveled area near the shipping address within close proximately to the delivery's physical property. Our employees will not physically move, carry or	EA	1	0.00	0.00

Continue...



Bender Plumbing Supplies

of Hartford, LLC.
197 Wawarme Ave
HARTFORD, CT 06114
benderplumbing.com

PRICE QUOTE

Phone 860-233-6606
Fax 860-233-4660

Page 3

Printed 08/06/22 IT

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2099 MAIN STREET
HARTFORD CT 06120
Tel:860-706-0359 Fax:860-727-1180

Ship To
BRD BUILDERS LLC
2099 MAIN STREET
HARTFORD CT 06120

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
QH40449	08/06/2022	09/30/2022	0005767	ELM CITY COMMUN	COMPANY TRUCK - EM	IT
Job ID	Customer Terms			Salesman		
	NET 30 DAYS			INGRID TORRES		

Product	Description	UM	Quant	Unit Price	Extension
	unload products off the shipping pallet at time of delivery due to liability of product, property or personal physical damage.				
SPECIAL ORDER	THE ABOVE ITEMS ARE NON-STOCKED PRODUCTS AND ARE SPECIAL ORDERED BY REQUEST. BY AGREEING TO THIS TRANSACTION THE CUSTOMER IS RESPONSIBLE FOR THE FOLLOWING: 1. CANCELLATION FEES 2. FREIGHT CHARGES 3. NON-RETURNABLE OR NON-REFUNDABLE PRODUCT **EXCLUDING MANUFACTURING DEFECTS/DAMAGED GOODS**	EA	1	0.00	0.00
	Customer Signature				
	Total: DISCLAIMERS		1	0.00	0.00

X: _____ (Accepted by)	Sub Total	\$14,492.49	Total
	Freight	\$0.00	
	DELIVERY CHA	\$15.00	
	Tax Amount	\$0.00	
			\$14,507.49

MESSAGE

QUOTES ARE GOOD FOR 7 DAYS FROM ORIGINAL DATE OF QUOTE.

TERMS

CLAIMS TO BE MADE WITHIN 72 HOURS. MINIMUM OF 25% WILL BE CHARGED FOR RESTOCK AND HANDLING RETURNED GOODS. NON-STOCK ITEMS ARE NON-RETURNABLE. BUYER RESPONSIBLE FOR ALL COLLECTION & ATTORNEY FEES.



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 2257-01 Exterior Envelope and Dwelling
 Unit Improvements
 at Essex Townhouses
 1134 Quinnipiac Avenue,
 New Haven, Connecticut 06511

CONTRACT INFORMATION:
 Contract For: General Construction

CHANGE ORDER INFORMATION:
 Change Order Number: 008

Date: December 06, 2021
 (Notice to Proceed)

Date: August 24, 2022

OWNER: *(Name and address)*
 Housing Authority of New Haven
 360 Orange Street
 New Haven, Connecticut 06511

ARCHITECT: *(Name and address)*
 Lothrop Associates, LLP
 333 Westchester Avenue
 White Plains, New York 10604

CONTRACTOR: *(Name and address)*
 BRD Builders, LLC
 2099 Main Street
 Hartford, Connecticut 06120

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Included in this Change Order is all work associated with the purchase and installation of GAF Polyisocyanurate and TPO roofing membrane for (6) roof crickets at Essex Townhouses. Total amount of Change Order is \$30,064.41. Proposed Change Order (PCO) #09 - Furnish and Install GAF TPO Roofing on Crickets dated August 08, 2022, in the amount of \$30,064.41 is attached as submitted by BRD Builders, LLC.

Change Order Summary

- 1) Proposal request was initiated after the design team discovered the existing field conditions of roof crickets differed from the record construction documents.
- 2) Existing record documentation identified roof crickets to be rolled roofing on plywood. Roof crickets were discovered to be EDPM on Polyisocyanurate.
- 3) Proposed change order provides a credit in the amount of (\$6,264.00) for the elimination of in contract roll roofing from the project scope.
- 4) This G701 increases the contract time dependent on Elm City Community Board approval. BRD Builders has halted all work on site until PCO is approved. BRD Builders has chosen not to perform other exterior work prior to completing roofing.

The original Contract Sum was	\$ 1,919,761.30
The net change by previously authorized Change Orders	\$ 275,837.78
The Contract Sum prior to this Change Order was	\$ 2,195,599.08
The Contract Sum will be increased by this Change Order in the amount of	\$ 30,064.41
The new Contract Sum including this Change Order will be	\$ 2,225,663.49

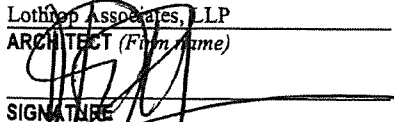
The Contract Time will be increased by Thirty-Eight (38) days.

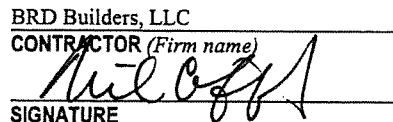
The new date of Substantial Completion will be May 8, 2023

MAY 4, 2023 HSH

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Lothrop Associates, LLP
ARCHITECT (Firm name)

SIGNATURE
Arthur J. Sessler, III,
Senior Associate
PRINTED NAME AND TITLE
8/26/2022
DATE

BRD Builders, LLC
CONTRACTOR (Firm name)

SIGNATURE
Mike Clifford,
President
PRINTED NAME AND TITLE
9/9/22
DATE

Housing Authority of New Haven
OWNER (Firm name)

SIGNATURE
Karen Dubois Walton,
President
PRINTED NAME AND TITLE

DATE



AIA[®]

Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*
Exterior Envelope and Dwelling
Unit Improvements
at Essex Townhouses
1134 Quinnipiac Avenue
New Haven, Connecticut 06511

CONTRACT INFORMATION:
Contract For: General Construction

Architect's Project Number: 2257-01
Proposal Request Number: 007

Date: December 06, 2021
(Notice to Proceed)

Proposal Request Date: August 2, 2022

OWNER: *(name and address)*
Housing Authority of New Haven
360 Orange Street
New Haven, Connecticut 06511

ARCHITECT: *(name and address)*
Lothrop Associates, LLP
333 Westchester Avenue
White Plains, New York 10604

CONTRACTOR: *(name and address)*
BRD Builders, LLC
2099 Main Street
Hartford, Connecticut 06120

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Zero (0) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

BRD Builders LLC is hereby requested to provide pricing based on CSK-05 for the materials and labor associated with the installation of TPO roofing systems at cricket conditions of all roofs at Essex Townhouses.

IF THE ABOVE LISTED WORK RESULTS IN A CHANGE TO THE CONTRACT SUM OR DURATION THE CONTRACTOR SHALL SUBMIT A WRITTEN PROPOSAL FOR AUTHORIZATION BEFORE PROCEEDING.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

Gordon Fraites, Project Manager

PRINTED NAME AND TITLE

The referenced document is obsolete. Please contact your System Administrator for more information.



BRD Builders
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

08/08/2022

Hannah Sokal-Holmes
Housing Authority of New Haven dba Elm City Communities
360 Orange Street, P.O. Box 1912
New Haven, CT 06511

Re: Our Change Proposal 1440002-09 for **Furnish and Install GAF TPO Roofing on Crickets**

Project: Essex Interior & Exterior Renovations

Housing Authority of New Haven dba Elm City Communities

Essex Townhouses, 1134 Quinnipiac Avenue, New Haven, CT 06513

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

7 - Thermal/Moisture Protection

1. GAF Energy Guard 1" Poly Iso
2. 1 Box GAF Drilltec Plates
3. 1 Box GAF Drill Tec Fasteners 3"
4. EverGuard Water Block
5. 5 Gal Bonding Adhesive
6. Labor to Install Roll Roofing
7. Sub Contractor O+P 8%
8. Section B Line 11a. GC Overhead 2%
9. Section B Line 11b. GC Profit 6%

OK NEED
TO SEE
ECC FORMS
BACK UP
HSA

Price: \$ 30,064.41 *Thirty Thousand Sixty Four Dollars and Forty One Cents*

Time: The duration of the Work to achieve Substantial Completion will be **INCREASED** by **38 days**.

Clarification(s): - 38 Calendar day has been added accounting for the time when the issue was first brought up to now and also allowing for time to approve PCO as well as have materials delivered to site.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Additional Attachments

Please contact me at (860) 706-0359 or via e-mail mclevelandbrd@gmail.com if you have any questions or require additional information.

Regards,

BRD Builders

Mitchel Cleveland

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer

Date:

Signature:

Housing Authority of New Haven dba Elm City
Communities



BRD Builders
Powered by RedTeam

ADDITIONAL DOCUMENTS

Project: 1440002 - Furnish and Install GAF TPO Roofing on
Crickets

Date: 08/08/2022

Document: 1440002-09

Name

-
- 1 2257-02_22_0802_G709-2018 - Final - 007
<https://redteam.link/popgm9g>
 - 2 PCO 09 TPO Roofing with ECC Forms and Back Up
<https://redteam.link/ecu4h93>

BRD Builders: _____

Customer: _____

Elm City Communities/ Housing Authority New Haven/ Glendower Group
 360 Orange Street
 New Haven, CT 06511

Contract No. PM-21-C-524
 Project No. 2257-01
 Change Request No. 9

CONTRACTOR'S CHANGE ORDER PROPOSAL Cricket Roofing

Contractor Name: BRD Builders LLC	Date: 08/17/22
Address: 2099 Main St Hartford CT 06120	
Telephone No.: 860-706-0359	Allowance Change Order 9

SECTION A: CONTRACTOR WORK	HANH REVISIONS	
1. Total Contractor Labor (from Labor Worksheet)	\$0.00	
2. Total Contractor Material (from Material Worksheet)	\$0.00	
3. Total Contractor Equipment (from Equipment Expense Proposal)	\$0.00	
4 SUBTOTAL (total lines 1 through 3)	\$0.00	
5 Premium Portion of Overtime (from Labor Worksheet)	\$0.00	
6 Under Special conditions as permitted by Owner: Gen.Conditions up to 6%	\$0.00	
7 Contractor's Markup Combined Overhead and Profit (% of line 4)	\$0.00	
8 CONTRACTOR TOTAL (Total lines 4, 5, 6 and 7)	\$0.00	

SECTION B: SUBCONTRACTOR WORK	(From Subcontractor's Proposal - Use a separate form for each Sub)		
9. Names of Subcontractors:	Base Cost Only (Line D3)	up to 8% Markup (Line D4)	
A. Labor to Install TPO Roofing	\$24,000.00	\$25,920.00	
B. TPO Roofing Materials	\$7,749.59	\$8,369.56	
C. Credit For Roll Roofing	(\$6,264.00)	(\$6,264.00)	
D.	\$0.00	\$0.00	
10. TOTAL SUBCONTRACTORS' PROPOSALS	\$25,485.59	\$28,025.56	
11. CM's/G Contractor's Markup on Subs' Cost (per Contract):			
11a. Overhead up to 2%		\$509.71	
11b. Profit, Up to 6%		\$1,529.14	
11c.		\$0.00	
12. Subcontractors' Premium Portion of approved Overtime		\$0.00	
13. SUBCONTRACTOR TOTAL		\$30,064.41	

SECTION C: TOTAL CONTRACTED UNIT PRICE COSTS (from Unit Price Worksheet)	14.	\$0.00	
--	-----	--------	--

SECTION D: CONTRACTOR'S REQUESTED TOTAL	Round Totals to Nearest Dollar
15. AMOUNT REQUESTED (Total lines 8,13, and 14.)	\$30,064.41
<i>Mitchel Cleveland 08-17-22</i>	
Signature of Contractor's Authorized Representative Mitchel Cleveland	Date
Print Name	Print name of Contact Person (if different)
Supervisor	Phone No. (if different from above)
Print Title	

SECTION E: CONSTRUCTION MANAGER'S/A/E REVIEW

I have reviewed the labor hours, material quantities and equipment and no exceptions are taken to the Proposal. see comments noted on proposal or below:

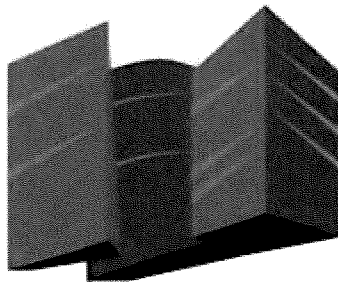
By: _____ Date _____ Phone No. _____

Construction Manager/A/E _____

Project Manager _____

Construction Officer _____

Credit Change Order Payment Lines Affected					
Line	Amount	Line	Amount	Line	Amount



WALLDER CONSTRUCTION

21 Madison Ave Meriden CT 06451. Tel: (203) 402-2250 Fax: (203) 903-5837
Email: wallderconstruction@gmail.com Website: Stuccoct.com

August 17, 2022
Client: BRD Builders
Rlamarrebrd@gmail.com
(860) 706-0359

Project Location:
1134 Quinnipiac Avenue
New Haven, CT

Furnish and Install New TPO Roofing on 6 Crickets

Materials

- 3 Rolls GAF TPO 60 10'x100' Roll
- 48 Sheets GAF Energy Guard 1" ISO
- 1 Box GAF Drilltec Plates
- 1 Box GAF Drilltec Fastners
- 24 Tubes Everguard Water Block
- 9 5gal Buckets of Bonding Adhesive

Total- 7749.59 ✓

Labor(4000.00 per Cricket)

- Install new GAF 1" Polyiso Board with Adhesive and Fastners
- Install new GAF TPO 60 roofing membrane per CSK-R2

Total- 24,000.00

Combined O+P 8% -2539.97

Credits

- Labor to install GAF Roll Roofing (3744.00)
- 24 GAF Roll Roofing Materials (2520.00)

Total- (6264.00) ✓

Time of completion

The estimated time for the completion of this project would be ___ weeks. Time may change due to unexpected weather.

Handwritten calculations:

7749.59 + 24,000.00 = 31,749.59

31,749.59 - 2539.97 = 29,209.62

29,209.62 - 6264.00 = 22,945.62

(Note: The handwritten total at the bottom is \$28,025.56, which differs from the arithmetic above.)

Payments terms:

Payments is to be made directly to Walder Ramos

Duties of the contractor:

All work shall be in accordance to the proposal specifications. All systems shall be in good working order. All work shall be completed in a workman-like manner, and shall comply with all applicable national, state and local building codes and laws.

Warranty:

At the completion of this project, Walder Construction shall execute an instrument to the owner warranting the project for 2 years against defects in workmanship.

By signing you agree to the terms and price of this contract.

Project start date ____/____/2022

OPTIONAL COLOR CHOICE (Client Choice)

_____ / Match Original Color

Client Name: _____

Walder Ramos (Owner)

Client Signature: _____

Signature: _____

Date: ____/____/2022

Date: ____/____/2022



COST ESTIMATE
Including Item Details

1440002 - 09 - Furnish and Install GAF TPO Roofing on Crickets

Manager: Mitchel Cleveland

As of 8/17/2022

Authorized Change 09

	Description	Quantity	U/M	Labor (\$)	Material (\$)	Subcontract (\$)	Equipment (\$)	Other (\$)	Total (\$)
07300	Roll Roofing Credit	1.00	l/s	0.00	-2,520.00	-3,744.00	0.00	0.00	-6,264.00
	Roll Roofing Material Credit	24.00	ea	Material @	-105.00	=			-2,520.00
	<i>GAF Roll Roofing Liberty SBS</i>								
	Labor to Install Roll Roofing	1.00	l/s	Subcontract @	-3,744.00	=			-3,744.00
	<i>Wallder Construction</i>								
07300	Cricket Roofing Materials	1.00	l/s	0.00	7,749.59	0.00	0.00	0.00	7,749.59
	GAF TPO Membrane in White	3.00	ea	Material @	966.00	=			2,898.00
	<i>Roofing Material</i>								
	GAF Energy Guard 1" Poly Iso	1.00	l/s	Material @	1,070.59	=			1,070.59
	<i>48 Sheets of GAF Energy Guard Poly Iso @ \$697.00 per 1000SF</i>								
	1 Box GAF Drilltec Plates	1.00	ea	Material @	241.00	=			241.00
	1 Box GAF Drill Tec Fasteners 3"	1.00	ea	Material @	126.00	=			126.00
	EverGuard Water Block	24.00	ea	Material @	10.25	=			246.00
	5 Gal Bonding Adhesive	9.00	ea	Material @	352.00	=			3,168.00
07301	Cricket Roofing Installation	1.00	l/s	0.00	0.00	26,539.97	0.00	2,038.85	28,578.82
	Labor To replace 6 Crickets	6.00	ea	Subcontract @	4,000.00	=			24,000.00
	<i>Wallder Construction</i>								
	Sub Contractor O+P 8%	1.00	l/s	Subcontract @	2,539.97	=			2,539.97
	Section B Line 11a. GC Overhead 2%	1.00	l/s	Other @	509.71	=			509.71
	Section B Line 11b. GC Profit 6%	1.00	l/s	Other @	1,529.14	=			1,529.14

SUBTOTAL DIRECT COSTS	0.00	5,229.59	22,795.97	0.00	2,038.85	30,064.41
Indirect Costs	0.00	0.00	0.00	0.00	0.00	
Indirect Cost Allocation Rates	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL DIRECT & INDIRECT COSTS	0.00	5,229.59	22,795.97	0.00	2,038.85	30,064.41
Profit					0.00%	0.00

Supplemental Markups:

TOTAL PRICE	30,064.41
--------------------	------------------



Mitchel Cleveland <mclevelandbrd@gmail.com>

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1 message

The Home Depot <HomeDepot@order.homedepot.com>
To: mclevelandbrd@gmail.com

Thu, Jul 28, 2022 at 8:39 AM



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Item	In Store	Qty	Item Total
 GAF Liberty 3 ft. x 34 ft. (100 sq. ft.) SBS Self-Adhering Cap Sheet Roll for Low Slope Roofing in Black Model #3732100 Store SKU #561381	 Aisle 68 Bay 036	1	\$105.00
Subtotal			\$105.00
Shipping			\$0
Sales Tax			\$0
Est. Total			\$105.00

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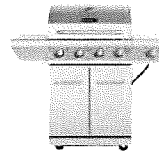
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4-BURNER PROPANE GAS GRILL IN STAINLESS STEEL WITH SIDE BURNER AND STAINLESS STEEL DOORS

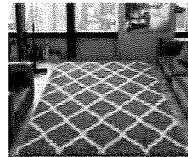
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REQUEST FOR
INFORMATION

Date:	08/02/2022	RFI #:	010
To:	Housing Authority of New Haven dba Elm City Communities	Project #:	1440002
Attention:	Gordon Fraites	Required by:	08/03/2022
Phone:			
Project:	Essex Interior & Exterior Renovations		
By:	Mitchel Cleveland,		

Subject:	Cricket Sketch CSK-05
Ref:	CSK -05 with BRD Comments

Attachment(s):

- CSK-05 with BRD comments
<https://redteam.link/e4iqbo1>

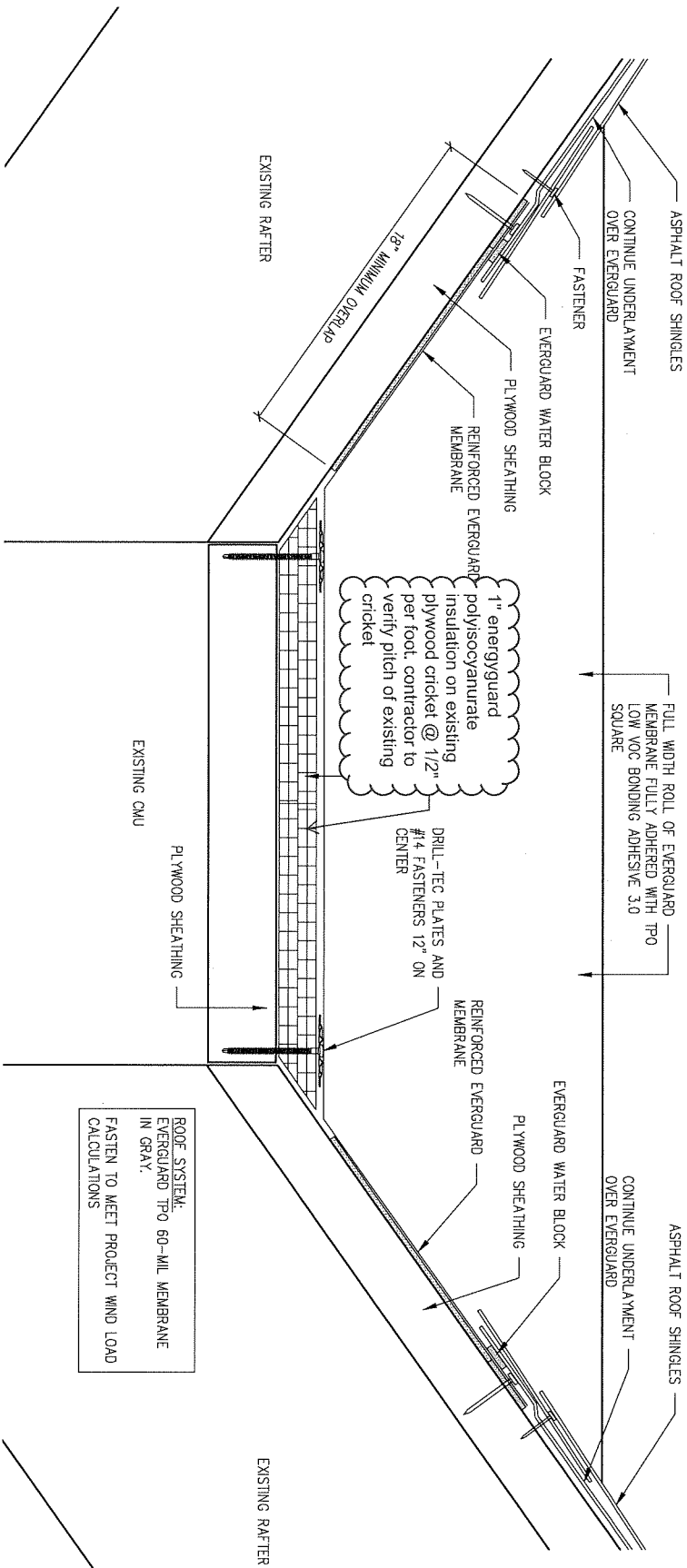
Information Request / Description:

Gordon, Please see your sketch attached as I have marked up with comments to better understand your detail. I am confused as to why we are heat welding if the membrane can be bought in a 10' roll allowing for a seamless application. There are also multiple Energy Guard Poly Iso boards from GAF, Please specify which one we are to use and thickness on the board as well, they go from 1" to 4.5". Going thicker will allow the cricket pitch to be increased. Lastly we need a color selection for the EDPM as it comes in tan, white, and grey

Suggestion:

SEE ATTACHED CSK-05R2

A. Claar
08/08/22



TYPICAL ASPHALT SHINGLE TO TPO CRICKET DETAIL

EXTERIOR ENVELOPE AND DWELLING UNIT
 IMPROVEMENTS AT ESSEX TOWNHOUSES
 1134 QUINNIPAC AVENUE NEW HAVEN, CT 06513
 JOB NUMBER: 2257-01

ROOF SYSTEM:
 EVERGUARD TPO 60-MIL MEMBRANE
 IN GRAY.
 FASTEN TO MEET PROJECT WIND LOAD
 CALCULATIONS

CSK-05R2_REF. DETAIL 9/ A502

Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-741-1115
 REVISED 8/08/2022



REQUEST FOR
INFORMATION

Date:	07/28/2022	RFI #:	008
To:	Housing Authority of New Haven dba Elm City Communities	Project #:	1440002
Attention:	Gordon Fraitas	Required by:	08/01/2022
Phone:			
Project:	Essex Interior & Exterior Renovations		
By:	Mitchel Cleveland,		

Subject:	Roofing on Crickets
Ref:	A502 Detail 9

Information Request / Description:

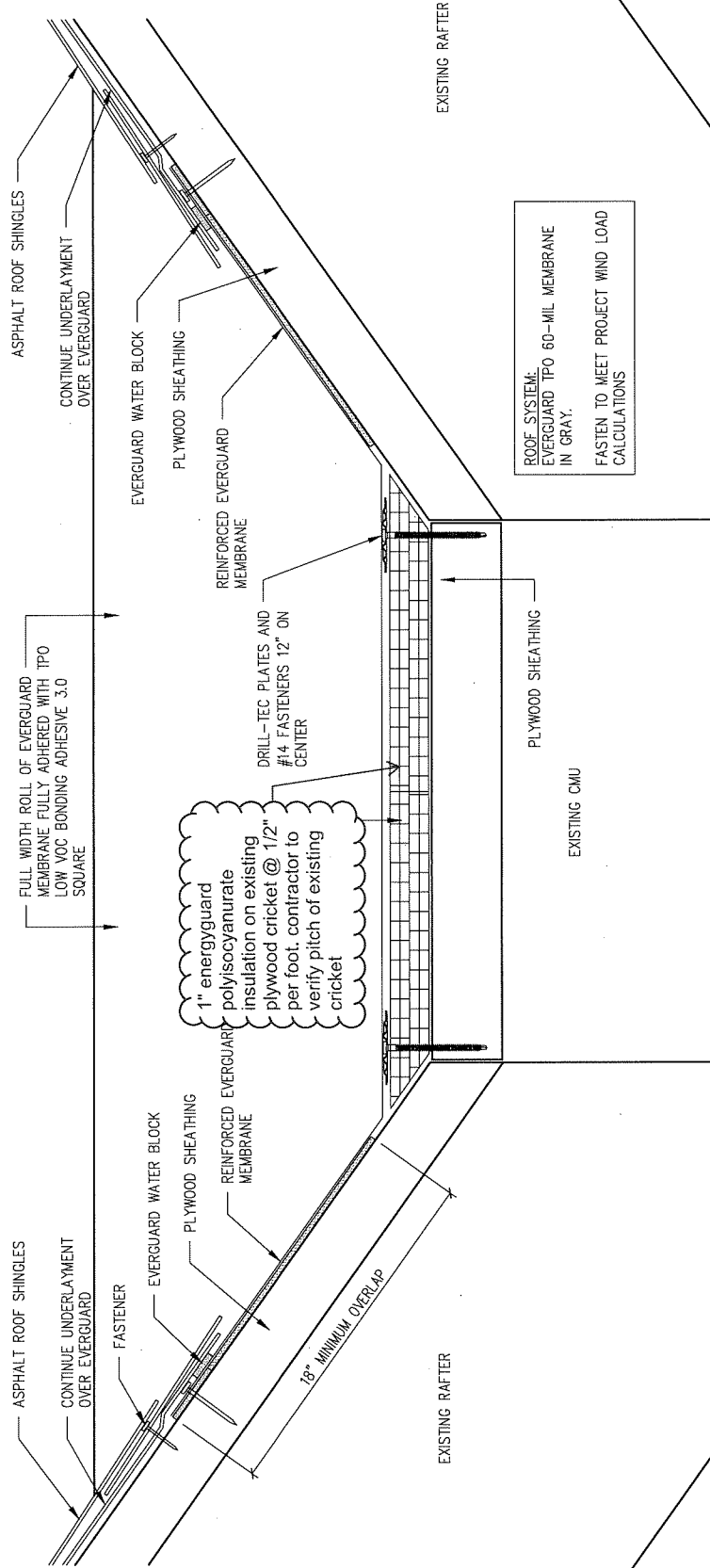
In regards to detail 9 on A502 the plans call for Roll Roofing to be installed on the crickets. The existing conditions or EDPM and this is the better option for the crickets. DWhat would you like us to do, either remove the EDPM and put down roll roofing or remove the existing EDPM and install a new EDPM?

Suggestion:

To maintain a warranty over the entirety of the roof it is suggested that a new EDPM be install where the crickets call for roll roofing due to the slope of the crickets. If the existing EDPM roof is going to remain then BRD Builders' sub Best CT Roofing will not warranty the crickets and the roofing in the immediate vicinity of the crickets due to the age of the EDPM and the fact it is not their work.

DUE TO UNKNOWN SITE CONDITIONS BRD IS HEREBY GIVEN DIRECTION TO PROVIDE PRICING FOR THE INSTALLATION OF A GAF 60 MIL TPO ROOFING SYSTEM AS SHOWN IN CSK-05 (ATTACHED).

GF
8/2/22



CSK-05R2_REF. DETAIL 9/ A502

TYPICAL ASPHALT SHINGLE TO TPO CRICKET DETAIL
 EXTERIOR ENVELOPE AND DWELLING UNIT
 IMPROVEMENTS AT ESSEX TOWNHOUSES
 1134 QUINNIPIAC AVENUE NEW HAVEN, CT 06513
 JOB NUMBER: 2257-01

Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-741-1115
 REVISED 8/08/2022



REQUEST FOR INFORMATION

Date:	08/02/2022	RFI #:	010
To:	Housing Authority of New Haven dba Elm City Communities	Project #:	1440002
Attention:	Gordon Fraites	Required by:	08/03/2022
Phone:			
Project:	Essex Interior & Exterior Renovations		
By:	Mitchel Cleveland,		

Subject:	Cricket Sketch CSK-05
Ref:	CSK -05 with BRD Comments

Attachment(s):

- CSK-05 with BRD comments
<https://redteam.link/e4iqbo1>

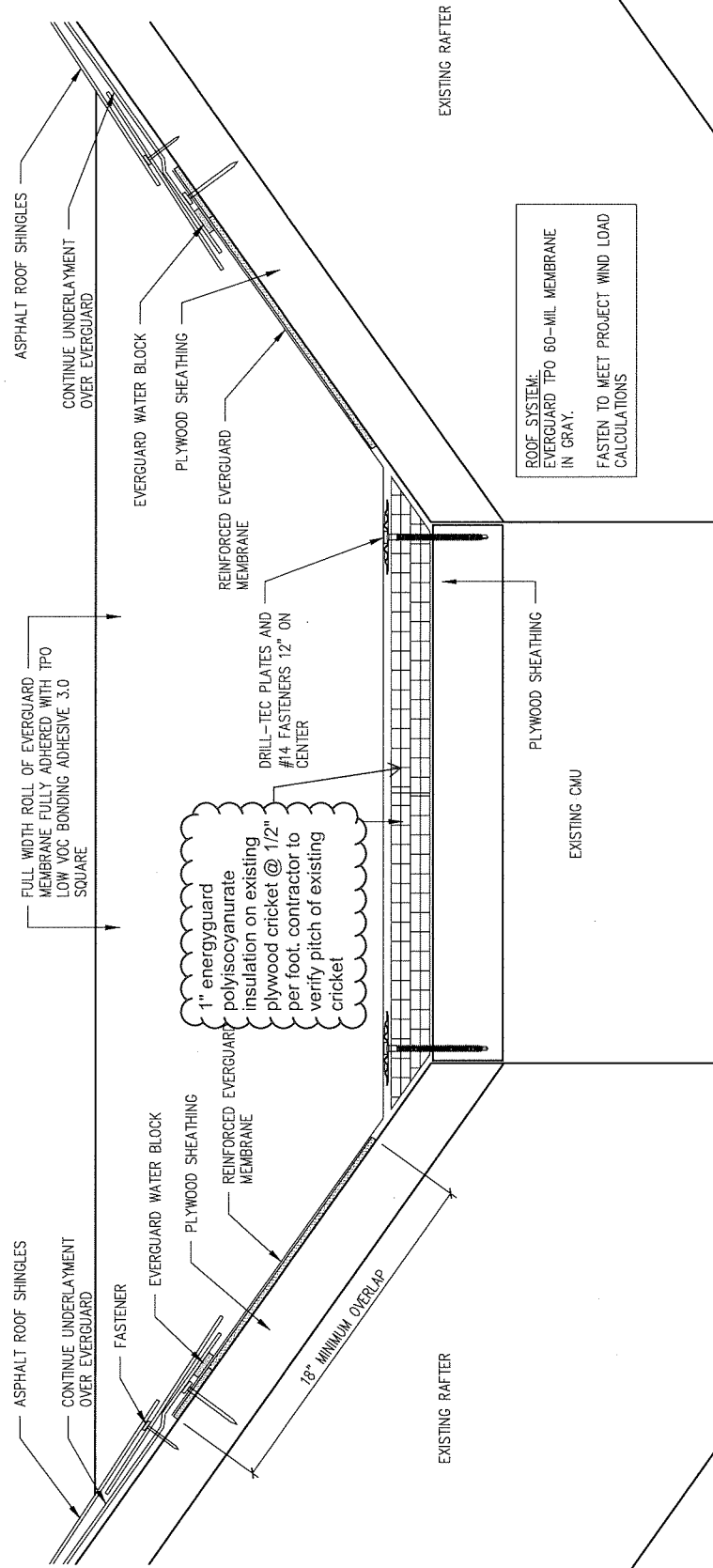
Information Request / Description:

Gordon, Please see your sketch attached as I have marked up with comments to better understand your detail. I am confused as to why we are heat welding if the membrane can be bought in a 10' roll allowing for a seamless application. There are also multiple Energy Guard Poly Iso boards from GAF, Please specify which one we are to use and thickness on the board as well, they go from 1" to 4.5". Going thicker will allow the cricket pitch to be increased. Lastly we need a color selection for the EDPM as it comes in tan, white, and grey

Suggestion:

SEE ATTACHED CSK-05R2

A. Claar
08/08/22



CSK-05R2_REF. DETAIL 9/ A502

TYPICAL ASPHALT SHINGLE TO TPO CRICKET DETAIL
 EXTERIOR ENVELOPE AND DWELLING UNIT
 IMPROVEMENTS AT ESSEX TOWNHOUSES
 1134 QUINNIAC AVENUE NEW HAVEN, CT 06513
 JOB NUMBER: 2257-01

Lothrop Associates LLP Architects
 333 Westchester Avenue
 White Plains, New York 10604
 914-744-1115
 REVISED 8/08/2022



Lothrop Associates LLP Architects

333 Westchester Avenue
White Plains, New York 10604
914-741-1115

EMAIL & FedEx

August 24, 2022

Mike Clifford
President
BRD Builders, LLC
2099 Main Street
Hartford, CT 06120

**RE: Exterior Envelope and Dwelling Unit Improvements
at Essex Townhouses
1134 Quinnipiac Avenue
New Haven, CT 06511
LA# 2257-01**

REF: AIA Change Order GC-008

Dear Mr. Clifford:

On behalf of Elm City Communities/Housing Authority of New Haven, we are transmitting for your review and signature three (3) originals of the attached Change Order GC-008 (AIA Document G701) dated August 24, 2022 in the amount of \$30,064.41 for the changes as listed below. Once you have signed the (3) originals please have them delivered to the Housing Authority of New Haven for their signature.

For the record, this GC-008 Change Order is based on your firm's Proposed Change Order as follows (attached):

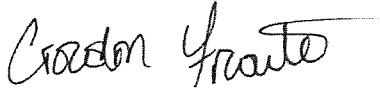
Proposed Change Orders (PCO) #09 – Furnish and Install GAF TPO Roofing on Crickets, dated August 08, 2022, in the amount of \$30,064.41.

Your firm will be provided with a fully executed original change order after it has been signed by Elm City Communities.

Mike Clifford
President
BRD Builders, LLC
Page 2 of 2

If you have any questions, please call.

Respectfully,

A handwritten signature in black ink that reads "Gordon Fraites". The signature is written in a cursive, flowing style.

Gordon Fraites, Associate AIA
Design | Technical

cc: Hannah Sokal-Holmes, Elm City Communities
Catherine Hawthorne, Elm City Communities
Frank Emery, Elm City Communities
Rachel Gilroy, Elm City Communities

MEMORANDUM

TO: Board of Commissioners

DATE: September 20, 2022

FROM: Karen DuBois-Walton, Ph.D., President

RE: Resolution authorizing the revision of the ECC/HANH Housing Choice Voucher Administrative Plan (Admin Plan)

ACTION: Recommend that the Board of Commissioners adopt Resolution #09-49/22-R

TIMING: Immediately

DISCUSSION: On June 19, 2018, the Board of Commissioners authorized resolution #06-63/18-S, approving the revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On June 16, 2020, the Board of Commissioners authorized resolution #03-23/20-S, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On July 21, 2020, the Board of Commissioners authorized resolution # 07-62/20, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On October 20, 2020, the Board of Commissioners authorized resolution # 10-97/20-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On February 16, 2021, the Board of Commissioners authorized resolution # 02-08/21-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On December 21, 2021, the Board of Commissioners authorized resolution # 12-103/21-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

On June 21, 2022, the Board of Commissioners authorized resolution #06-25/22-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

The Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the Housing Choice Voucher program in a manner consistent with HUD requirements

and local goals and objectives contained in ECC/HANH's MTW plan. The Administrative Plan is a supporting document to the ECC/HANH MTW plan and is available for public review as required by CFR 24 Part 903.

The policies in this Administrative Plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for Housing Choice Voucher (HCV) program funding.

ECC/HANH is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence.

HUD regulations contain a list of what must be included in the Administrative Plan.

The revisions are updates to the following chapters.

- Chapter 4– Applications, Waiting List and Tenant Selection
 - Opening and Closing the Waiting List
 - Closing the Waiting List
 - Reopening the Waiting List
 - Updating the Waiting List
 - Purging the Waiting List
 - Removal from the Waiting List
 - Selection Method –
 - Local Preferences
 - Order of Selection
 - Notification of Selection
 - LIPH to HCV Options for Residents
 - Effort to End Homelessness – Homeless Preference/Waiting List Set Asides (NEW)
- Chapter 19, Section 4 – Applications, Waiting List and Tenant Selection
 - Opening and Closing the Waiting List
 - Closing the Waiting List
 - Reopening the Waiting List
 - Selection Method
 - Local Preferences
 - Order of Selection
 - Notification of Selection
 - Preference Qualifications

A 30-day comment period occurred from August 1, 2022, to August 30, 2022. A public hearing for comments was held on August 29, 2022. There weren't any public comments.

FISCAL IMPACT: None

SOURCE OF FUNDS: N/A

STAFF: Evelise Ribeiro, Director of Compliance and MTW Initiatives

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # #09-49/22-R

**RESOLUTION AUTHORIZING THE REVISION OF THE ECC/HANH
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (ADMIN PLAN)**

WHEREAS, On June 19, 2018, the Board of Commissioners authorized resolution # 06-63/18-S approving the revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On June 16, 2020, the Board of Commissioners authorized resolution #03-23/20-S, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On July 21, 2020, the Board of Commissioners authorized resolution # 07-62/20, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On October 20, 2020, the Board of Commissioners authorized resolution # 10-97/20-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On February 16, 2021, the Board of Commissioners authorized resolution # 02-08/21-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On December 21, 2021, the Board of Commissioners authorized resolution # 12-103/21-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan); and

WHEREAS, On June 21, 2022, the Board of Commissioners authorized resolution #06-25/22-R, approving an additional revision of the Housing Choice Voucher Administrative Plan (Admin Plan).

WHEREAS, The Administrative Plan is required by HUD. The purpose of the Administrative Plan is to establish policies for carrying out the Housing Choice Voucher program in a manner consistent with HUD requirements and local goals and objectives contained in ECC/HANH's MTW plan; and

WHEREAS, The revisions are updates to Chapter 4, Application, Waiting List and Selection - Opening and Closing the Waiting List, Updating the Waiting List, Selection Method, Notification of Selection, LIP to HCV Options for Residents and Effort to End Homelessness – Homeless Preference/Waiting List Set-Asides (NEW); and

WHEREAS, And revisions to Chapter 19, Mixed Finance Developments Including Rental Assistance Demonstration/Project Based Voucher (RAD/PBV), Application, Waiting List, Tenant Selection and Transfer Policy- Opening and Closing the Waiting List, Selection Method, Overview and Preference Qualifications.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN and the President be and hereby is authorized, empowered and directed to act on behalf of ECC/HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC/HANH, the agreement contemplated and hereby to take all necessary actions to revise the ECC/HANH Housing Choice Voucher Administrative Plan (Admin Plan) to include updates to Chapter 4, Applications, Waiting List and Tenant Selection and Chapter 19, Mixed Finance Developments Including Rental Assistance Demonstration/Project Based Voucher (RAD/PBV), Application, Waiting List, Tenant Selection and Transfer Policy.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton
Secretary/ President

Date

REVIEWED:
MCCARTER AND ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

**NOTICE OF PUBLIC HEARING FOR
THE ELM CITY COMMUNITIES/HOUSING AUTHORITY OF NEWHAVEN (ECC/HANH)
PROPOSED AMENDMENT TO THE HCV ADMINISTRATIVE PLAN (ADMIN PLAN)**

Elm City Communities, the Housing Authority of the City of New Haven (ECC/HANH) is proposing to amend sections of its Housing Choice Voucher (HCV) Administrative Plan (Admin Plan).

The thirty (30) days comment period begins on Monday, August 1, 2022, and ends on August 30, 2022. Copies of the amendment to the HCV Administrative Plan will be made available on Monday, August 1, 2022 on the agency website www.elmcitycommunities.org or via Twitter, www.twitter.com/ECCommunities or via Facebook www.facebook.com/ElmCityCommunities

You are invited to provide written comments addressed to: ECC/HANH, Admin Plan Revisions; Attn: Evelise Ribeiro, 360 Orange Street, New Haven, CT 06511 or via email to: eribeiro@elmcitycommunities.org.

A public hearing where public comments will be accepted and recorded is scheduled for Monday, August 29, 2022 at 4:00pm via

RingCentral: <https://v.ringcentral.com/join/975943490?pw=2e34ff6769797e68e96a95bb953d0d81>

Meeting ID: 975943490
Password: yozWY5m3ib

Or Phone: +12679304000 United States (Philadelphia, PA)
Access Code / Meeting ID: 975943490
Dial-in password: 9699956342

Any individual requiring a Reasonable Accommodation to participate in the hearing may call the Reasonable Accommodation Manager (203) 498-8800, ext. 1507 or at the TDD Number (203) 497-8434.

**AVISO DE AUDIENCIA PÚBLICA PARA
LAS COMUNIDADES DE LA CIUDAD DE ELM/AUTORIDAD
DE VIVIENDA DE NEWHAVEN (ECC/HANH)
ENMIENDA PROPUESTA AL PLAN ADMINISTRATIVO DE AVC (PLAN ADMIN)**

Elm City Communities, la Autoridad de Vivienda de la Ciudad de New Haven (ECC/HANH) propone modificar secciones de su Plan Administrativo de Vales de Elección de Vivienda (HCV) (Plan Admin).

El período de comentarios de treinta (30) días comienza el lunes 1 de agosto de 2022 y finaliza el 30 de agosto de 2022.

Las copias de la enmienda al Plan Administrativo de HCV estarán disponibles el lunes 1 de agosto de 2022 en el sitio web de la agencia www.elmcitycommunities.org o a través de Twitter, www.twitter.com/ECCCommunities o a través de Facebook www.facebook.com/ElmCityCommunities

Se le invita a proporcionar comentarios por escrito dirigidos a: ECC/HANH, Revisiones del plan de administración; Atención: Evelise Ribeiro, 360 Orange Street, New Haven, CT 06511 o por correo electrónico a: eribeiro@elmcitycommunities.org.

Una audiencia pública donde se aceptarán y registrarán los comentarios públicos está programada para el lunes 29 de agosto de 2022 a las 4:00 p. m. a través de RingCentral:

<https://v.ringcentral.com/join/975943490?pw=2e34ff6769797e68e96a95bb953d0d81>

Identificación de la reunión: 975943490

Contraseña: yozWY5m3ib

O teléfono: +12679304000 Estados Unidos (Filadelfia, PA)

Código de acceso / ID de reunión: 975943490

Contraseña de marcación: 9699956342

Cualquier persona que requiera una Adaptación Razonable para participar en la audiencia puede llamar al Gerente de Adaptación Razonable (203) 498-8800, ext. 1507 o al Número TDD (203) 497-8434.

**HOUSING CHOICE
VOUCHER
ADMINISTRATIVE
PLAN**

Chp	Section	Chapter Section	Title	Page #	Current Policy/Language	Suggested Policy/Language	Comments	
4	4-II.C		OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]		Closing the Waiting List	4.6	ECC/HANH will keep its waiting list open for priority preferences	ECC/HANH will keep its waiting list open for priority preferences or a referral based preference waiting list
4	4-II.C		OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]		Reopening the Waiting List	4.7	5. Currently residing in an ECC/HANH public housing unit, who are in a situation involving crime and safety, where transfer of the family to another public housing development does not meet the needs of the family due to other situations involving crime and safety;	1. Currently residing in an ECC/HANH public housing unit, LIHTC/PBV or RAD/PBV unit who are in a situation involving crime and safety, where transfer of the family to another public housing, LIHTC/PBV or RAD/PBV development does not meet the needs of the family due to other situations involving crime and safety;
4	4-II.C		OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]		Reopening the Waiting List	4.7		6. Families who are applicants/referrals for project-based or tenant based supportive housing programs. 7. Homeless preference for families/referrals for project-based or tenant-based Efforts to end Homelessness TBV and PBV initiatives 8.Families who are applicants/referrals for the Emergency Housing Vouchers (EHV)
4	4-II.F		UPDATING THE WAITING LIST [24 CFR 982.204]		Purging the Waiting List	4.9		The primary goal in purging a waiting list is to obtain current information on interested applicants and to remove applicants no longer interested in participating in the program. Also purging the waiting lists prevents delays in leasing activities.
4	4-II.F		UPDATING THE WAITING LIST [24 CFR 982.204]		Purging the Waiting List	4.9-4.10		ECC/HANH may also send an email to the applicant to the email address on record in an effort to purge the waitlist and maintain a current and active waiting list. Applicants must complete a new preliminary application or form providing all the information needed for remaining on the applicable placement on the waiting list, such as address, phone number, household composition, income, and email address if applicable. The applicant must indicate that they wish to remain the specific waiting list or if they wish to be removed.
4	4-II.F		UPDATING THE WAITING LIST [24 CFR 982.204]		Purging the Waiting List	4.10		If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The address will be updated accordingly. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice. The returned mail must be filed in the file.

Chp	Section	Chapter Section	Title	Page #	Current Policy/Language	Suggested Policy/Language	Comments
4	4-II.F	UPDATING THE WAITING LIST [24 CFR 982.204]	Purging the Waiting List	4.10		The removal must be documented in the file. A copy of the original letter should be included in the file with a note indicating the date and reason for the removal. Due to the length of the waiting list, it may not be cost effective to purge the entire waiting list at one time. ECC/HANH will have the discretion to purge a portion of the waiting list in order to have current information on those applicant families that may be likely to reach the top of the waiting list in the next 12 months. ECC/HANH may determine to conduct a purge with in-house staff or contracting out the service to complete the function.	
4	4-II.F	UPDATING THE WAITING LIST [24 CFR 982.204]	Removal from the Waiting List	4.11		A family may also be removed from the waiting list if the family fails to respond to the PHA's written invitation to attend an eligibility appointment.	
4	4-III.C	SELECTION METHOD	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4.13	1.) Reasonable Accommodation for disability under the Fair Housing Act for residents currently residing in an ECC Services (DHMAS).	1.) Reasonable Accommodation for a person with a disability under the Fair Housing Act for residents currently residing in an ECC/HANH property.	
4	4-III.C	SELECTION METHOD	Local Preferences [24 CFR 982.207; HCV p. 4-16]	4.13		9. Families who are applicants/referrals for project-based or tenant-based supportive housing programs 10. Homeless preference for families/referrals for project-based or tenant-based Efforts to end Homelessness TBV and PBV initiatives 11. Families who are applicants/referrals for the Emergency Housing Vouchers (EHV)	
4	4-III.C	SELECTION METHOD	Order of Selection	4.15		Separate waiting lists will be established for applicants/referrals for project-based or tenant-based applicants in supportive housing and/or Effort to end homelessness initiatives.	
4	4-III.D	NOTIFICATION OF SELECTION		4.15		When a family has been selected from the specific waiting list, ECC/HANH must notify the family of the selection.	
4	4-IV.C	LIPH to HCV OPTIONS FOR RESIDENTS		4.210		LIPH/PBV/RAD-PBV to HCV OPTIONS FOR RESIDENTS (updated the header)	
4	PART 4-V	EFFORT TO END HOMELESSNESS - HOMELESS PREFERENCE/WAITING LIST SET-ASIDES		4.24		NEW SECTION	

Chp	Section	Chapter Section	Title	Page #	Current Policy/Language	Suggested Policy/Language	Comments
19	4-II.C	OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]	Reopening the Waiting List	19.28		<p>If the waiting list has been closed, it cannot be reopened until ECC/HANH publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.</p> <p><u>ECC/HANH Policy</u></p> <p>ECC/HANH's waiting list will always remain open for families:</p> <ol style="list-style-type: none"> 1. Displaced by Government Action <ol style="list-style-type: none"> i. Displacement as the result of ECC/HANH planned development/demolition/disposition activity, including from buildings condemned for health and safety reasons, and including from ECC/HANH public housing units undergoing demolition/disposition, if such action is under a Uniform Relocation Act (URA) 2. Reasonable Accommodation for disability issues under the Fair Housing Act for residents currently residing in an ECC/HANH public housing unit who require an accessible unit as a reasonable accommodation where ECC/HANH is unable to accommodate the need through the transfer to another ECC/HANH public housing unit. 	
19	4-II.C	OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]	Reopening the Waiting List	19.29		<ol style="list-style-type: none"> 3. Violence Against Women Act (VAWA) for applicants on the LIPH waitlist and LIPH residents who are victims of domestic violence, dating violence, sexual assault or stalking including LIPH resident and applicant families claiming protections under the Violence Against Women Act (VAWA), See the VAWA preference policy for more information; 4. In a documented Witness Protection Program 5. Currently residing in an ECC/HANH public housing unit where dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants and the transfer to another public housing unit is not available, where necessary repairs cannot be made within a reasonable time or a unit does not meet the needs of the family; 	
19	4-II.C	OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]	Reopening the Waiting List	19.29		<ol style="list-style-type: none"> 6. Currently residing in an ECC/HANH public housing unit, who are in a situation involving crime and safety, where transfer of a current Low Income Public Housing family to another public housing development does not meet the needs of the family, due to other situations involving crime and safety; . 7. Homeless preference for families/referrals for project-based 	
19	4-III.C	SELECTION METHOD	Local Preferences [24 CFR 982.207; HCV p. 4-16]	19.31		<ol style="list-style-type: none"> 6.) Families who have a homeless preference by the HUD definition and are referred from the Coordinated Access Network (CAN) and are placed on the homeless set aside waiting list 	

Chp	Section	Chapter Section	Title	Page #	Current Policy/Language	Suggested Policy/Language	Comments
19	4-III.C	SELECTION METHOD	Local Preferences [24 CFR 982.207; HCV p. 4-16]	19.34	Farnam -RAD 1) Farnam Right to Return Residents 2) Farnam LIPH Waiting List 3) Farnam RAD Site Based Waiting List	DELETE - Duplicate	
19	4-IV.A	OVERVIEW				Updated the header	
19	4-IV.B	PREFERENCE QUALIFICATIONS					
19	4-IV.C						

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides ECC/HANH with the information needed to determine the family's eligibility. HUD requires ECC/HANH to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, ECC/HANH must select families from the waiting list in accordance with HUD requirements and ECC/HANH policies as stated in the administrative plan and the Annual Plan.

ECC/HANH is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or ECC/HANH that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that ECC/HANH affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that ECC/HANH will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and ECC/HANH policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process and discusses how applicants can obtain and submit applications. It also specifies how ECC/HANH will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how ECC/HANH's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process ECC/HANH will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide ECC/HANH in selecting families for HCV assistance as such assistance becomes available. It also specifies how interviews will be used to ensure that ECC/HANH has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes ECC/HANH policies for making applications available, accepting applications, making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes ECC/HANH's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits ECC/HANH to determine the format and content of HCV applications, as well as how such applications will be made available to interested families and how applications will be accepted by ECC/HANH. ECC/HANH must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of ECC/HANH's application.

ECC/HANH Policy

When opening the waiting list, ECC/HANH will publicly announce the accepting of applications (see Section 4-II-C).

Families may apply for the wait list through the ECC/HANH Applicant portal at <https://ecc.myhousing.com>. If the applicant needs a reasonable accommodation to complete the pre-application, the applicant may contact the Reasonable Accommodation Manager at 203-498-8800 x1507. Application forms can also be obtained at the ~~ECC/HANH website~~[HANH website](http://www.elmcitycommunities.org) at www.elmcitycommunities.org or United Way's 211 Info line at <http://www.cthcvp.org>.

A family may request to pick up an application form at the agency offices or to have the application mailed to them as a reasonable accommodation.

All applications received via mail will be date and time stamped. Mailed applications will be added to the waitlist based on the date and time that they are stamped as received.

Only one application will be accepted per family; duplicate applications will be discarded.

Applications received after the published deadline date will be rejected.

Completed applications must be submitted via the Wait List portal. Applications must be complete in order to be accepted by the ECC/HANH for processing.

The Applicant Portal does not allow incomplete applications to be submitted through the portal. If a pre-application submitted in any way other than the portal is incomplete, the ECC/HANH will not accept the application but will instead notify the applicant by mail or email, if applicable, that the application is incomplete and has been denied.

An applicant whose application has been denied for being incomplete or for not meeting the published application criteria will be provided with the opportunity to appeal ECC/HANH's decision that the application was incomplete or for not meeting the published application criteria within 10 business days of the notice of application denial.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

ECC/HANH must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). ECC/HANH must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or ECC/HANH must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of ECC/HANH's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

ECC/HANH is required to take reasonable steps to ensure equal access to our programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on ECC/HANH's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

ECC/HANH must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, ECC/HANH must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

ECC/HANH Policy

The Applicant Portal does not allow incomplete applications to be submitted. If an application is incomplete, the applicant will not be able to submit the application until the application is completed with all required information. If a pre-application **submitted in any way other than the portal** is incomplete, ECC/HANH will not accept the application but will instead notify the applicant by mail or email, if applicable, that the application is incomplete and give an opportunity to complete the application.

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Applicants will not be screened for ineligibility at the pre-application stage. Screening for ineligibility will occur at the time of tenant selection at the full application stage.

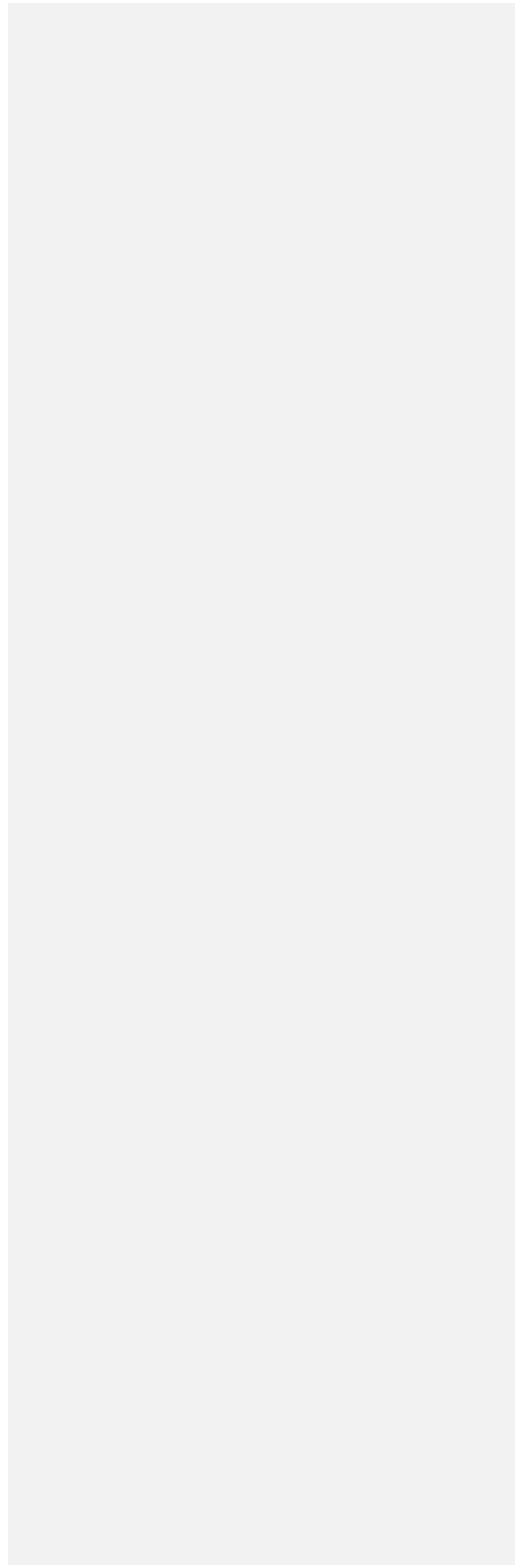
Eligible for Placement on the Waiting List

ECC/HANH Policy

The ECC/HANH HCV wait list will remain open.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list in a pool, by ranked preference, pending selection (see Section 4-III-C).



PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

ECC/HANH must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how ECC/HANH may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

ECC/HANH's HCV waiting list must be organized in such a manner to allow ECC/HANH to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires a PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

ECC/HANH Policy

ECC/HANH will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program ECC/HANH operates if

- 1) the other programs' waiting lists are open
- 2) the family is qualified for the other programs

HUD permits, but does not require, that ECC/HANH maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

ECC/HANH Policy

The ECC/HANH maintains a single HCV waiting list for Tenant Based Vouchers (TBV) and Project Based Vouchers (PBV) and will not merge the waiting list for any other program the ECC/HANH operates.

4-IL.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

ECC/HANH is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, ECC/HANH may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

ECC/HANH Policy

ECC/HANH will continuously accept applications through its online portal. ECC/HANH may close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants.

ECC/HANH will keep its waiting list open for priority preferences or a referral based preference waiting list (see below).

Where ECC/HANH has funding criteria that require a specific category of family, ECC/HANH may elect to continue to accept applications from these applicants while closing the waiting list to others. This includes ECC/HANH Special Programs, income targeting and Efforts to end Homelessness TBV and PBV initiatives.

All advertisements will be made in English and other languages as dictated by the needs of the local market area.

When the waiting list is closed, ECC/HANH will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until ECC/HANH publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

ECC/HANH Policy

ECC/HANH's waiting list will always remain open for families:

1. Displaced by Government Action
 - i. Displacement as the result of ECC/HANH planned development/demolition/disposition activity, including from buildings condemned for health and safety reasons, and including from ECC/HANH public housing units undergoing demolition/disposition, if such action is under a Uniform Relocation Act (URA)
 - ii. Displacement as the result of a local natural disaster and/or condemnation of a property or dwelling for health and safety reasons;

- iii. Displacement as defined by US Department of Housing and Urban Development as the result of a natural disaster or event defined Emergency event resulting in the displacement of persons needing housing assistance.
- 2. Reasonable Accommodation for disability issues under the Fair Housing Act for residents currently residing in an ECC/HANH public housing unit who require an accessible unit as a reasonable accommodation where ECC/HANH is unable to accommodate the need through the transfer to another ECC/HANH public housing unit.
- 3. Violence Against Women Act (VAWA) for applicants on the LIPH waitlist and LIPH residents who are victims of domestic violence, dating violence, sexual assault or stalking including LIPH resident and applicant families claiming protections under the Violence Against Women Act (VAWA), See the VAWA preference policy for more information;
- 4. In a documented Witness Protection Program;
- 5. Currently residing in ~~an~~ ECC/HANH public housing unit, LIHTC/PBV or RAD/PBV unit who are in a situation involving crime and safety, where transfer of ~~a the current Low Income Public Housing~~ family to another public housing, LIHTC/PBV or RAD/PBV development does not meet the needs of ~~ECC/HANH public housing residents~~ the family due to other situations involving crime and safety; ~~and;~~
- 6. Families who are applicants/referrals for project-based or tenant based supportive housing programs
- 7. Homeless preference for families/referrals for project-based or tenant-based Efforts to end Homelessness TBV and PBV initiatives
- 5-8. Families who are applicants/referrals for the Emergency Housing Vouchers (EHV)

ECC/HANH will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

ECC/HANH will give public notice by publishing the relevant information in suitable media outlets including the following newspapers, minority publications, and media entities:

New Haven Register, Inner City, The City of New Haven’s Office on Disabilities, and the State of Connecticut website.

The notice will contain:

- When the waiting list will be open;
- The deadline for receipt of applications;
- How and where to apply (see Section 4-I.B);
- The programs for which applications will be taken;
- A brief description of the program;
- ECC/HANH’s preferences; and,

- Limitations, if any, on who may apply.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

ECC/HANH must conduct outreach as necessary to ensure that ECC/HANH has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires ECC/HANH to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), ECC/HANH may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

ECC/HANH's outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

ECC/HANH's outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

ECC/HANH Policy

The ECC/HANH will monitor the characteristics of the population being served and the characteristics of the population as a whole in ECC/HANH's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

ECC/HANH Policy

While the family is on the waiting list, the family must immediately inform the ECC/HANH of changes in contact information, including current residence, mailing

address, phone number and family composition. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires ECC/HANH to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to ~~an~~ ECC/HANH request for information or updates, and ECC/HANH determines that the family did not respond because of the family member's disability, ECC/HANH must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(e)(2)].

The primary goal in purging a waiting list is to obtain current information on interested applicants and to remove applicants no longer interested in participating in the program. Also purging the waiting lists prevents delays in leasing activities.

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ECC/HANH Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

ECC/HANH will consider the following factors when deciding to purge/update the waiting list and may decide to purge a portion of the Waiting List at a given time.

- The number of applicants expected to be selected within a reasonable time, i.e 12-24 months
- Removing families who are no longer interested or eligible to participate in the HCV program

To purge the waiting list, ECC/HANH will send a purge letter via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the HCV program.

The-purge letter will be sent to the last address that ECC/HANH has on record for the family. The-purge letter will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

ECC/HANH may also send an email to the applicant to the email address on record in an effort to purge the waitlist and maintain a current and active waiting list.

Applicants must complete a new preliminary application or form providing all the information needed for remaining on the applicable placement on the waiting list, such as address, phone number, household composition, income, and email address if applicable. The applicant must indicate that they wish to remain the specific waiting list or if they wish to be removed.

If no response is received by the deadline, the applicant is removed from the Waiting List and a copy of the original letter shall be maintained in the file with a note indicating the date and reason for removing the applicant from the Waiting List.

The family's response must be in writing and may be delivered in person or by mail. Responses should be postmarked or received by ECC/HANH not later than 15 business days from the date of ECC/HANH's letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office marked undeliverable or with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The address will be updated accordingly. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice. The returned mail must be filed in the file.

When a family is removed from the waiting list during the purge process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent ECC/HANH from making an eligibility determination; therefore, no informal hearing is required.

If a family is removed from the waiting list for failure to respond, ECC/HANH may reinstate the family if the lack of response was due to ECC/HANH error, or to circumstances beyond the family's control to include but limited to, hospitalization, delayed mail delivery, or other reasonable accommodation circumstances.

The removal must be documented in the file. A copy of the original letter should be included in the file with a note indicating the date and reason for the removal.

Due to the length of the waiting list, it may not be cost effective to purge the entire waiting list at one time. ECC/HANH will have the discretion to purge a portion of the waiting list in order to have current information on those applicant families that may be likely to reach the top of the waiting list in the next 12 months.

ECC/HANH may determine to conduct a purge with in-house staff or contracting out the service to complete the function.

Removal from the Waiting List

ECC/HANH Policy

ECC/HANH will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required. Such requests must be submitted in writing.

If at any time an applicant family is on the waiting list, the ECC/HANH determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the ECC/HANH has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding ECC/HANH's decision (see Chapter 16) [24 CFR 982.201(f)].

A family may also be removed from the waiting list if

the family fails to respond to the PHA's written invitation to attend an eligibility appointment.

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PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by ECC/HANH and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

ECC/HANH must maintain a clear record of all information required to verify that the family is selected from the waiting list according to ECC/HANH'S selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, ECC/HANH may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. ECC/HANH must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award ECC/HANH funding for a specified category of families on the waiting list. ECC/HANH must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, ECC/HANH may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

Emergency Housing Vouchers

The American Rescue Plan (ARP) of 2021, section 3202 created the Emergency Housing Vouchers for individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing stability. ECC was allocated 37 EHV effective July 1, 2021. After September 30, ~~2023~~2023, ECC/HANH may not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted family ends or ended. All referrals must come through the Continuum of Care

Coordinated (CoC) Entry system (New Haven Alliance Coordinated Access Network) or from a Victims Services Provider.

The CoC maintains the waitlist for this program by prioritizing individuals and families for EHV assistance, determining the homelessness eligibility, and refers individuals and families through the CoC's coordinated entry system.

Families referred by the CoC may receive EHV program funded housing support services including: supporting individuals and families in processing voucher applications, supporting the housing search process, and planning for and coordinating the delivery of supportive services to support the housing stability of EHV participants. (see Chapter 18, Emergency Housing Vouchers)

4-III.C. SELECTION METHOD

ECC/HANH must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that ECC/HANH will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

ECC/HANH is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits ECC/HANH to establish other local preferences, at its discretion. Any local preferences established must be consistent with the ECC/HANH plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

ECC/HANH Policy

The ECC/HANH offers preferences to the below families in the stated order.

- 1.) Displaced by Government Action
 - a. Displacement as the result of ECC/HANH planned development/demolition/disposition activity, including from buildings condemned for health and safety reasons, and including from ECC/HANH public housing units undergoing demolition/disposition, if such action is under a Uniform Relocation Act (URA)
 - b. Displacement as the result of a local natural disaster and/or condemnation of a property or dwelling for health and safety reasons.
 - c. Displacement as defined by US Department of Housing and Urban Development as the result of a natural disaster or event defined Emergency event resulting in the displacement of persons needing housing assistance.

- 2.) Reasonable Accommodation for ~~a person with a disability issues~~ under the Fair Housing Act for residents currently residing in an ECC/HANH property. ~~Services (DHMAS).~~

ECC/HANH provides a preference to persons with disabilities to facilitate the matching of these supportive housing resources with persons who prefer to receive, and who qualify for, the provided supportive housing services under this program. Although applicants for tenant-based supportive housing assistance must meet the eligibility criteria as required by HUD (Chapter 3, Part II: Basic Eligibility Criteria, and Part 3-III.B: Mandatory Denial of Assistance), the

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ECC/HANH will not deny for ECC/HANH- specified reasons (Part 3-III.C: Other Permitted Reasons for Denial of Assistance).

2-3.) /HANH public housing unit who require an accessible unit as a reasonable accommodation where ECC/HANH is unable to accommodate the need through the transfer to another ECC/HANH public housing unit.

3-4.) Violence Against Women Act (VAWA) for applicants who are victims of domestic violence, dating violence, sexual assault or stalking including LIPH resident and applicant families claiming protections under the Violence Against Women Act (VAWA), See the VAWA preference policy for more information

4-5.) In a documented Witness Protection Program

5-6.) Currently residing in ~~an~~ ECC/HANH public housing unit, who are in a situation involving crime and safety, where transfer of a current Low Income Public Housing family to another public housing development does not meet the needs of ECC/HANH public housing residents due to other situations involving crime and safety; and,

6-7.) Families residing in properties in imminent danger of foreclosure. The number of vouchers utilized for these families shall not exceed 15 at any given time.

7-8.) Tenant Based Supportive Housing Assistance
ECC/HANH administers twenty (20) vouchers for supportive housing programs for individuals receiving intensive case management with the Department of Mental Health and Addiction

9. Families who are applicants/referrals for project-based or tenant-based supportive housing programs

10. Homeless preference for families/referrals for project-based or tenant-based Efforts to end Homelessness TBV and PBV initiatives

11. Families who are applicants/referrals for the Emergency Housing Vouchers (EHV)

To view the order of voucher issuance and complete voucher issuance table see section 17-VII.E Choice Mobility Project Based Voucher (PBV) to Tenant Based Voucher (TBV)

HCV Waitlists & Prefer					
	TBV Waitlist with order of preferences	Reasonable Accommodation from LIPH	VAWA Preference from LIPH	RAD/PBV to TBV Transfer Waitlist with order of preferences (1 out of every 4 required)	PBV to TBV transfer waitlist with order of preferences

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the ECC/HANH fiscal year. ELI families are those

with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, ECC/HANH may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

ECC/HANH Policy

The ECC/HANH will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The ECC/HANH system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If ECC/HANH does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

ECC/HANH Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with ECC/HANH’s hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected according to the date and time of application.

[Separate waiting lists will be established for applicants/referrals for project-based or tenant-based applicants in supportive housing and/or Effort to end homelessness initiatives.](#)

Documentation will be maintained by the ECC/HANH as to whether families on the list qualify for and are interested in targeted funding.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the [specific](#) waiting list, ECC/HANH must notify the family [of the selection](#).

ECC/HANH Policy

The ECC/HANH will notify the family by first class mail, or email if applicable, when it is selected from the waiting list.

The notice will inform the family of the following:

Date, time and location of the scheduled application interview, including any procedures for rescheduling the interview.

Who is required to attend the interview.

Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

Documents that must be provided at the interview to document eligibility for a preference, if applicable

Other documents and information that should be brought to the interview

If a notification letter is returned to ECC/HANH with no forwarding address, the family will be removed from the waiting list without further notice.

Applicants who fail to attend their scheduled interview or who cannot be contacted to schedule an interview will be scheduled for a second interview. Applicants who cannot be contacted after a second attempt or who fail to show for a second interview shall have their applications withdrawn, subject to reasonable accommodation for people with disabilities.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that ECC/HANH obtain the information and documentation needed to make an eligibility determination through an interview with an ECC/HANH representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if ECC/HANH determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period determined by ECC/HANH [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

ECC/HANH Policy

Families selected from the waiting list are required to participate in an eligibility interview.

All adult family members are required to attend the interview. The ECC/HANH may waive this requirement on a case by case basis for students attending school out of state and/or for members for whom attendance would present a hardship.

All adult household members must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the household member does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the ECC/HANH will allow the family to retain its place on the waiting list for 90 days. If all household members have not disclosed their SSNs at the next time the ECC/HANH is issuing vouchers, the ECC/HANH will issue a voucher to the next eligible applicant family on the waiting list.

Verification of information pertaining to adult members of the household that are not present at the interview will not begin until signed release forms are returned to ECC/HANH.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, signing authorization of release of information forms, consent forms allowing the ECC/HANH to obtain required criminal records, providing required signatures, and submitting required documentation. If any materials are missing, the ECC/HANH will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the ECC/HANH will provide translation services in accordance with the ECC/HANH's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the ECC/HANH in advance of the interview to schedule a new appointment. This does not count as a missed appointment.

In all circumstances, if a family does not attend a scheduled interview, the ECC/HANH will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without ECC/HANH approval will be denied assistance based on the family's failure to supply information needed to determine eligibility.

Exceptions may be made on a case-by-case basis where extenuating circumstances out of the applicant's control prevented them from attending the second appointment. The applicant will be required to provide acceptable documented proof. If approved, a third appointment will be scheduled.

When the ECC/HANH denies eligibility due to failure to appear at the eligibility interview and/or failure to supply information needed to determine eligibility, a notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

ECC/HANH must verify all information provided by the family (see Chapter 7). Based on verified information, ECC/HANH must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

ECC/HANH Policy

If the ECC/HANH determines that the family is ineligible, the ECC/HANH will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to the waiting list. The ECC/HANH will notify the family in writing that it has been returned to the waiting list and will specify the reasons for it.

If the ECC/HANH determines that the family is eligible to receive assistance, the ECC/HANH will invite the family to attend a briefing in accordance with the policies in Chapter 5.

PART 4-IV: VAWA APPLICANT WAITLIST & TRANSFER WAITLIST PREFERENCE

4-IV. A OVERVIEW

In support of The Violence Against Women Act, 42 U. S. C. 13701, ECC/HANH has implemented a waitlist preference for victims of domestic violence. The preference applies to:

- all ~~site-based~~site-based waitlists for developments owned and managed by ECC/HANH, including sites managed by a 3rd party entity,
- ECC/HANH's in-house transfer waitlists,

Admissions and Screening

A. Non-Denial of Assistance. ECC/HANH will not deny admission to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, sexual assault, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. Admissions Preference. Applicants for housing assistance from ECC/HANH will receive a preference in admissions by virtue of their status as victims of domestic violence, sexual assault, dating violence, or stalking. This preference is particularly described as follows:

- Applicants holding a place on any ECC/HANH wait list will repositioned as outlined in the Admission and Continued Occupancy Plan (ACOP) or Administrative Plan.

C. Mitigation of Disqualifying Information. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, ECC/HANH, shall take such information into account in mitigation of

potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, ECC/HANH shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. ECC/HANH will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

D. Mandatory Disqualify: Former Housing Choice Voucher Participants and former Residents of any Low-Income Public Housing program who were not in good standing at the time of exiting the program.

4.IV-B. PREFERENCE QUALIFICATIONS

To qualify for the VAWA preference an incident of domestic violence must have taken place no more than 90 calendar days prior to date of ECC/HANH's receipt of the VAWA application, and the applicant must be currently homeless or at risk of being homeless as a result of domestic violence.

Supporting Documents

The applicant must provide supporting documentation of incident(s) of domestic violence including certification from a federal, state, tribal, territorial or local police; or protective order; or a signed certification by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical professional. Acceptable documentation also includes a record of an administrative agency, and documentation from a mental health professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incident(s) of abuse., The victim must also sign the documentation.

Request for Preference

To begin the VAWA preference application process, the applicant may visit our office at 360 Orange Street, New Haven, CT 06511 to obtain a VAWA certification packet. If unable to visit the office, the applicant may contact ECC/HANH's Reasonable Accommodations Manager (RAM) at 498-8800 and request the VAWA Certification Form be mailed.

Once the applicant has received, the VAWA certification form he/she must fill out the form in its entirety, sign and return along with required proof of domestic violence incident(s). All incomplete requests will be denied.

The completed certification packet and supporting documentation are to be mailed or hand delivered to:

**Reasonable Accommodations Manager
Elm City Communities/Housing Authority of the City of New Haven
360 Orange Street
New Haven, Connecticut 06511**

If the applicant cannot mail or hand-deliver the completed form, please contact the Reasonable Accommodations Manager to discuss other methods of delivery.

Denial of Preference

Notification of Rejection will be sent by ECC/HANH's RAM within 10 business days of receipt. The notice will inform the applicant of the basis for such determination and will offer an opportunity for an informal hearing (see ECC/HANH ACOP & Administrative Plan for Informal Hearing of Rejected Applicants).

Approval of Preference

When the VAWA preference is approved, the applicant will receive notification of approval as well as the pre-application. Upon receipt of the completed pre-application, all eligible families will be added to all wait lists for which the family qualifies for. If an applicant is already on the ECC/HANH applicant waitlist as a result of having previously applied for LIPH or HCV, the preference will be applied, and the applicant will be repositioned on the applicant waitlist as outlined in the agency's HCV Administrative Plan (Admin Plan) or the LIPH Admission and Continued Occupancy Policy (ACOP), based on the date of the original approval date.

An applicant who is not yet on the LIPH or HCV applicant waitlist will be added only to the LIPH applicant site-based waitlist as outlined in the ACOP. New applicants will not be added to the HCV waitlist, however, once on the LIPH waitlist, families may potentially have a one time opportunity to opt for vouchers if vouchers are available.

TRANSFERS FOR CURRENT ECC RESIDENTS APPROVED FOR VAWA PROTECTIONS TO ANOTHER ECC/HANH OWNED SITE

Current residents of properties owned and/or managed by ECC or a 3rd party entity who experience new incident(s) of domestic violence may request a unit transfer as a protection.

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The resident would submit a completed VAWA certification or Form 5383 for Emergency Transfer Request to ECC's Reasonable Accommodations Manager. The submission must also include supporting documentation of incident(s) of domestic violence including certification from a federal, state, tribal, territorial or local police; or protective order; or a signed certification by a person who has assisted the victim in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of such abuse.

Resident families approved for protections will be added to ECC's "LIPH" transfer list with a VAWA preference. The resident families will be offered units in LIPH and RAD properties, and ECC owned properties managed by a 3rd party entity. (see Chapter 19)

4-IV.C HCV/LIPH OPTION FOR APPLICANTS ON LIPH SITE BASED WAITING LISTS WITH VAWA WAIT LIST PREFERENCE

Each month, the Reasonable Accommodations Manager (RAM) or designee will determine how many families have been on a site based LIPH wait lists for a period of 90 days. The RAM will then contact the HCV Manager or designee to determine if vouchers are available for said families.

When vouchers are available, the Reasonable Accommodations Manager will contact families from the top of the wait list that have not previously been contacted for a Section 8 voucher (using date of receipt of pre-app, since family will have a different position number on each development list). These families will be invited to an informational session to discuss their choice of receiving a voucher or waiting for a LIPH unit. Families will then indicate their preference in writing within 10 business days of the informational session by using the election form provided at the session. The offer to opt for a Housing Choice Voucher will only occur once for each family.

The names of the Applicants choosing vouchers will be provided to the HCV department for inclusion on the HCV wait list with the VAWA preference. The HCV department will conduct briefings and voucher issuances for the families. Families that choose a voucher but later opts to stay on the LIPH waitlist, instead of using the voucher, will be able to do so. The family must provide written notification of such decision to ECC prior to the lease & Housing Assistance Contract signing with ECC/HANH's HCV staff.

Applicants who choose and utilize the voucher will remain on the LIPH wait lists without a preference unless the family requests, in writing, to be removed from the waitlist, or when other circumstances outlined in the ACOP warranting removal from the waitlist occur. Families who opt out of receiving a voucher and choose to remain on LIPH wait lists will do so with the VAWA preference.

4-IV.D LIPH/PBV/RAD-PBV to HCV OPTIONS FOR RESIDENTS

ECC will offer 2 options to resident families who experience new incidents of domestic violence and are approved for inclusion on the "LIPH" transfer list.

Option 1

Per Notice PIH 2021-15 (HA), issued May 5, 2021.

The Emergency Housing Voucher (EHV) program is available through the **American Rescue Plan Act of 2021 (P.L. 117-2) (ARP)**.

The U.S. Department of Housing and Urban Development (HUD) has awarded 37 of Emergency Housing Vouchers (EHVs) to the ECC/HANH to be used to assist individuals and families who are:

- (1) homeless;
- (2) at risk of homelessness;
- (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or
- (4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

NOTE: Recently homeless individuals and families must always be referred by the CoC or it's designee.

HUD has established an alternative requirement under which ECC/HANH must enter into a Memorandum of Understanding (MOU), to establish a partnership with the Continuum of Care (CoC) or other homeless or victim service providers, to assist qualifying families through a direct referral ~~process~~ for process for the administration of the EHV's. The specific services that the CoC will provide is outlined in the MOU.

HUD has allocated 37 emergency housing vouchers (EHV) to Elm City Communities-HANH. ECC partnered with Continuum of Care (CoC) as the agency that ECC will refer VAWA eligible families. The HCV Manager will request VAWA names from the Reasonable Accommodation Coordinator. The HCV Manager will forward the referral list to the CoC for review. The CoC will assess the families, make a determination of which families are eligible for the EHV. Based on available EHV the qualifying families will be submitted through the direct referral process to HCV.

The CoC will be responsible for:

- prioritizing individuals and families for EHV assistance,
- determining the homelessness eligibility,
- referring individuals and families through the CoC's coordinated entry (CE) system,
- supporting individuals and families in processing voucher applications,
- supporting the housing search process,
- planning for and coordinating the delivery of supportive services to support the housing stability of EHV participants.

After September 30, 2023, ECC/HANH may not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted family ends or ended.

Those families who do not qualify for an EHV, will remain active on the LIPH transfer list and the HCV VAWA transfer list.

Option 2

Bi-annually, the Reasonable Accommodations Manager (RAM) or designee will determine how many families have been on the LIPH Transfer wait list for more than 6 months. The Manager will then contact the HCV Manager or designee to determine if non-EHV vouchers are available for said families.

When vouchers are available, the Reasonable Accommodations Manager will contact families from the LIPH transfer wait list who was on the list for more than 6 months, did not receive and accept a unit transfer offer and ~~was not~~ ~~previously contacted~~ previously contacted for a housing voucher (using date of the approval for VAWA protections).

These families will be invited to an informational session to discuss their choice of receiving a voucher or remaining on the transfer list awaiting a unit transfer offer. Families will then indicate their preference in writing within 10 business days of the informational session by using the election form provided at the session. The offer to opt for a Housing Choice Voucher will only occur once for each family.

Those resident families choosing vouchers will be added to the HCV VAWA transfer list. Names will be provided to Service Center for briefing and voucher issuance. The family remains a LIPH family with no loss of rights until another unit is identified by the family, the unit is approved by ECC to lease and a HAP contract is executed by ECC and a property owner on behalf of the family. If a family chooses a voucher but later opts to stay on the LIPH transfer list instead of using the voucher, the family will be able to do so. The written notification by the family must occur prior to the lease signing with another property owner and execution of a Housing Assistance Contract by ECC/HANH HCV staff and property owner.

Unit Assignments for New Applicants

In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, sexual assault, dating violence, or stalking, When an applicant family with a VAWA preference reaches the top of a ~~site-based~~ site-based wait list and is eligible to receive a unit offer, ECC/HANH will approve the first available and appropriate sized unit, as outlined in by the Occupancy Standards found in ECC/HANH'S ACOP.

The unit may be within either our low-income public housing properties, RAD & RAD/PBV properties, or ECC owned property that is managed by a 3rd party entity. When the applicant family reaches the top of a specific ~~site-based~~ site-based list, is extended a unit offer and rejects the unit offer for good cause that is related to the development, not the specific unit, the family will be withdrawn from that site based wait list only, thereby allowing the family to remain active on other site based wait lists.

If the unit family rejects the unit offer for reasons related to the suitability of the unit for the family, ECC/HANH will review the facts and make a determination as to whether the rejection warrants withdrawal of the family from that specific wait list.

Failure to accept this offer for any reason other than good cause will result in the applicant being removed from the wait list that is associated with the particular wait list.

Note: VAWA requirements and PHA policies including definitions, notification, documentation, and confidentiality can be found in chapter 16. Specific VAWA requirements and PHA policies are located primarily in the following sections: 3-I.C, "Family Breakup and Remaining Member of

Tenant Family”; 3-III.G, “Prohibition against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking”; 10-I.A, “Allowable Moves”; 10-I.B, “Restrictions on Moves”; 12-II.E, “Terminations Related to Domestic Violence, Dating Violence, or Stalking”; and 12-II.F, “Termination Notice.”

PART 4-V: EFFORT TO END HOMELESSNESS
HOMELESS PREFERENCE/WAITING LIST SET-ASIDES

ECC/HANH is adding a homeless admissions preference/set-aside for applicants for the project-based and tenant-based Effort to End Homelessness Initiatives.

This preference/set-aside applies to families or individuals who are:

(1) homeless;

(2) at risk of homelessness;

(3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or

(4) recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability.

The HUD definition of Homeless is listed in 4 categories:

Category 1

Literally homeless individuals/families

Individuals and families who lack a fixed, regular, and adequate nighttime residence, which includes one of the following:

- Place not meant for human habitation
- Living in a shelter (Emergency shelter, hotel/motel paid by government or charitable organization)
- Exiting an institution (where they resided for 90 days or less AND were residing in emergency shelter or place not meant for human habitation immediately before entering institution)

Category 2

Individuals/families who will imminently (within 14 days) lose their primary nighttime residence, which includes ALL of the following:

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- Have no subsequent residence identified AND
- Lack the resources or support networks needed to obtain other permanent housing

Category 3

Unaccompanied youth (under 25 years of age) or families with children/youth who meet the homeless definition under another federal statute and includes ALL of the following:

- Have not had lease, ownership interest, or occupancy agreement in permanent housing at any time during last 60 days
- Have experienced two or more moves during last 60 days
- Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect) OR presence of a child or youth with a disability, OR two or more barriers to employment

Category 4

Individuals/families fleeing or attempting to flee domestic violence, dating violence, violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member and includes ALL of the following:

- have no identified residence, resources or support networks
- Lack the resources and support networks needed to obtain other permanent housing

Source: http://www.hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule

ECC/HANH Policy

ECC/HANH has established a homeless preference and set-aside waiting lists for individuals and families that meet the HUD definition of homelessness.

There will be a set-aside waiting lists for families and individuals who will be housed in the PBV and TBV supportive housing programs and set-aside waiting lists for families and individuals who will be housed in the -Effort to End Homelessness Initiatives.

The homeless preference will also apply to applicants to the ECC/HANH PBV and RAD/PBV developments.

Current applicants on the HCV waiting list will be notified of the new admissions preference/set-aside waiting lists and will be instructed on the necessary procedure to qualify. They will need to contact the Coordinated Access Network (CAN) for an assessment and referral to ECC/HANH.

They will be granted a first right to an available unit under the preference should they meet the above definition of homeless.

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Notice to persons on the HCV waiting list will be done by mail no later than thirty (30) days prior to the effective date of the preference. This preference will be effective November 1, 2022.

In order to be eligible for the preference, an applicant must be a direct referral from the Coordinated Access Network (CAN).

ECC/HANH must have a Memorandum of Understanding (MOU) with the CAN for vouchers under the ECC/HANH MTW Homeless Voucher initiative. ECC/HANH must have a MOU with the CAN specific to the homeless preference.

The CAN will conduct an applicant assessment through their Coordinated Entry system and will send the referral to ECC/HANH.

Once the referral has been received, the applicant will be placed on the Homeless Preference/Set-Aside Waiting List.

The referral must include a commitment by the homeless service provider to supportive services to help the household transition from homelessness to permanent housing, including tenant selection, eligibility and lease requirements.

When a unit becomes vacant in a PBV or RAD/PBV development the applicant who meets the criteria of the admissions preference and who is on the existing waiting list will be selected for eligibility determination and unit offer.

When tenant-based vouchers are offered, the applicant who meets the criteria of the admissions preference and who is on the existing waiting list will be selected first for eligibility determination and a voucher offer.

All applicants must comply with current admissions requirements at the specific property, including income and background screening criteria.

Applicants must also comply with the ECC eligibility and background screening criteria as stated in Chapter 3 (Eligibility) of this Admin Plan.

Applicants who do not pass the eligibility criteria will be provided with the basis of the intent to deny or denial in writing and will be notified of their right to request a meeting to review the information or right to request an informal hearing. (Chapter 16, Informal Reviews and Hearings.)

If the intent to deny review or informal review meeting is favorable to the applicant, the applicant will be returned to the waiting list with the homeless preference and offered the next available unit or voucher.

Note: This preference can be amended as needed and/or removed with proper notification of such to all affected parties, including written notification to HUD.

ECC/HANH has also allocated vouchers to supportive housing providers and the CAN in an effort to end homelessness.

Applicants are assessed by the supportive housing provider, prioritized and referred to ECC/HANH accordingly.

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The applicant is placed on the appropriate provider set aside waiting list. When a unit or allocated voucher becomes available the applicant is notified by ECC/HANH for an eligibility appointment.

Applicants must also comply with the ECC eligibility and background screening criteria as stated in Chapter 3 (Eligibility) of this Admin Plan, unless specifically stated in the MOU.

Applicants who do not pass the eligibility criteria will be provided with the basis of the intent to deny or denial in writing and will be notified of their right to request a meeting to review the information or right to request an informal hearing. (Chapter 16, Informal Reviews and Hearings.)

If the intent to deny review or informal review meeting is favorable to the applicant, the applicant will be returned to the waiting list with the homeless preference and offered the next available unit or voucher.

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Chapter 19

SECTION IV

APPLICATIONS, WAITING LIST, TENANT SELECTION AND TRANSFER POLICY

INTRODUCTION

No changes to this section for the standard PBV program.

For the RAD PBV program:

RAD program rules prohibit the permanent, involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed. As part of the conversion process, ECC/HANH must consider the best way to transition families who are already on the existing public housing waiting list to the new RAD/PBV waiting list. Considerations vary depending on whether the current public housing waiting list is system-wide or site-based and on what type of waiting list ECC/HANH will adopt once units are converted. While special consideration must be given when initially establishing the RAD PBV waiting list, once the waiting list is established, requirements are the same in RAD PBV as in the regular PBV program.

For the LIHTC program:

Neither the state of Connecticut nor the IRS Code requires owner/agents to maintain a written waiting list or adopt a written tenant selection plan. An Application for Housing is included in the state of Connecticut's LIHTC compliance manual and must be used as part of the application process.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

No changes to this section for the standard or RAD PBV programs.

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

ECC-HANH currently has one TBV wait list for use by all PBV and PBV RAD developments. Once the TBV list is exhausted each development will maintain a site-based waiting list. Applications for assistance will be processed by the Management Agent/Owner responsible for each development.

At the time of the approval of the financial plan, applicants on the TBV waitlist shall be contacted to determine if they are interested in being placed on the PBV RAD waitlist. Applicants will be given 14 days from the date of the letter to respond. The order that

applicants will be placed on the new waitlist will be based of the application date on their HCV Tenant Based application.

The Application for Housing included in the Tax Credit compliance manual for the state of Connecticut must be used for all LIHTC/PBV units. The information furnished on the fully completed application must be reviewed along with supplementary historical documents submitted with the application.

ECC/HANH Policy

When opening the waiting list, ECC/HANH or the 3rd Party entity will publicly announce the accepting of applications (see Section 4-II-C).

Families may apply for the wait list through the ECC/HANH Applicant portal at <https://ecc.myhousing.com> or the 3rd Party website. If the applicant needs a reasonable accommodation to complete the pre-application, the applicant may contact the 203-498-8800 x1507. Application forms can also be obtained at the ECC/HANH website at www.elmcitycommunities.org or United Way's 211 Info line at <http://www.cthcvp.org>.

A family may request to pick up an application form at the agency offices or to have the application mailed to them as a reasonable accommodation.

All applications received via mail will be date and time stamped. Mailed applications will be added to the waitlist based on the date and time that they are stamped as received.

Only one application will be accepted per family; duplicate applications will be discarded.

Applications received after the published deadline date will be rejected.

Completed applications must be submitted via the Wait List portal. Applications must be complete in order to be accepted by the ECC/HANH for processing.

The Applicant Portal does not allow incomplete applications to be submitted through the portal. If a pre-application submitted in any way other than the portal is incomplete, the ECC/HANH will not accept the application but will instead notify the applicant by mail or email, if applicable, that the application is incomplete and has been denied

An applicant whose application has been denied for not meeting the published application criteria will be provided with the opportunity to appeal ECC/HANH's decision that the application did not meeting the published application criteria within 10 business days of the notice of application denial.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

No changes to this section.

4-I D. PLACEMENT ON THE WAITING LIST

No changes to this section

PART II: MANAGING THE WAITING LIST

4-II. A. OVERVIEW

No changes to this section.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

ECC-HANH currently has one TBV wait list for use by all PBV and PBV RAD developments. Once the TBV list is exhausted each development will maintain a site-based waiting list. Applications for assistance will be processed by the Management Agent responsible for each development.

At the time of the approval of the financial plan, applicants on the TBV waitlist shall be contacted to determine if they are interested in being placed on the PBV RAD waitlist. Applicants will be given 14 days from the date of the letter to respond. The order that applicants will be placed on the new waitlist will be based of the application date on their HCV Tenant Based application.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

No changes to this section.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until ECC/HANH publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

ECC/HANH Policy

ECC/HANH's waiting list will always remain open for families:

1. Displaced by Government Action

- i. Displacement as the result of ECC/HANH planned development/demolition/disposition activity, including from buildings condemned for health and safety reasons, and including from ECC/HANH public housing units undergoing demolition/disposition, if such action is under a Uniform Relocation Act (URA)
- ii. Displacement as the result of a local natural disaster and/or condemnation of a property or dwelling for health and safety reasons;
- iii. Displacement as defined by US Department of Housing and Urban Development as the result of a natural disaster or event defined Emergency event resulting in the displacement of persons needing housing assistance.

2. Reasonable Accommodation for disability issues under the Fair Housing Act for residents currently residing in an ECC/HANH public housing unit who require an

accessible unit as a reasonable accommodation where ECC/HANH is unable to accommodate the need through the transfer to another ECC/HANH public housing unit.

3. Violence Against Women Act (VAWA) for applicants on the LIPH waitlist and LIPH residents who are victims of domestic violence, dating violence, sexual assault or stalking including LIPH resident and applicant families claiming protections under the Violence Against Women Act (VAWA), See the VAWA preference policy for more information;
4. In a documented Witness Protection Program;
5. Currently residing in an ECC/HANH public housing unit where dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants and the transfer to another public housing unit is not available, where necessary repairs cannot be made within a reasonable time or a unit does not meet the needs of the family;
6. Currently residing in an ECC/HANH public housing unit, who are in a situation involving crime and safety, where transfer of a current Low Income Public Housing family to another public housing development does not meet the needs of the family, due to other situations involving crime and safety;
7. Homeless preference for families/referrals for project-based

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

No changes to this section.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

No changes to this section.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

No changes to this section.

Purging the Waiting List

No changes to this section.

Removal from the Waiting List

No changes to this section.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

This section does not apply to either the standard or RAD PBV programs or the LIHTC program.

4-III.B. SELECTION AND HCV FUNDING SOURCES

This section does not apply to either the standard or RAD PBV programs or the LIHTC program.

4-III.C. SELECTION METHOD

Applicants who will occupy units with PBV or PBV/RAD assistance must be selected according to the corresponding Admission and Continued Occupancy Plan (ACOP) and/or Housing Choice Voucher Administrative Plan (Admin Plan) for each development. Once those Waiting Lists have been exhausted, the development will establish a site based PBV or PBV/RAD Waiting List. Separate waiting lists will be maintained for LIPH units and PBV units according to the development Tenant Selection Plan.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

ECC/HANH is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits ECC/HANH to establish other local preferences, at its discretion. Any local preferences established must be consistent with the ECC/HANH Moving to Work Annual Plan and the City of New Haven's Consolidated Plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

The ECC/HANH offers preferences to the below families in the stated order. These preferences apply to the non-Rental Assistance Development (RAD)LIHTC/PBV and LIPH units only.

For the RAD units, please refer to the applicable Resident Selection Plans.

- 1.) Displaced by Government Action
 - a. Displacement of residents living in ECC/HANH developments as the result of ECC/HANH planned development/demolition/disposition activity, including from buildings condemned for health and safety reasons, and including from ECC/HANH public housing units undergoing demolition/disposition, if such action is under a Uniform Relocation Act (URA)
 - b. Displacement of residents living in ECC/HANH developments as the result of a local natural disaster and/or condemnation of a property or dwelling for health and safety reasons;
 - c. Displacement as defined by US Department of Housing and Urban Development as the result of a natural disaster or event defined Emergency event resulting in the displacement of persons needing housing assistance.
- 2.) Reasonable Accommodation for disability issues under the Fair Housing Act for residents currently residing in an ECC/HANH public housing, PBV or RAD/PBV unit who require a transfer as a reasonable accommodation where a vacant unit would meet a resident's disability-related need(s).

- 3.) Violence Against Women Act (VAWA) for applicants who are victims of domestic violence, dating violence, sexual assault or stalking including LIPH resident and applicant families claiming protections under the Violence Against Women Act (VAWA), See the VAWA preference policy for more information.
- 4.) In a documented Witness Protection Program;
- 5.) Currently residing in an ECC/HANH public housing unit, who are in a situation involving crime and safety, where transfer of a current Low-Income Public Housing family to another public housing development does not meet the needs of ECC/HANH public housing residents due to other situations involving crime and safety; and
- 6.) Families who have a homeless preference by the HUD definition and are referred from the Coordinated Access Network (CAN) and are placed on the homeless set aside waiting list

Note:

For families with a Reasonable Accommodation preference in the LIHTC/PBV and RAD/PBV units:

- 1) For LIHTC/PBV or RAD/PBV units with accessible features,
 - a. selection will be given to existing residents (per the Tenant Selection Plan) who have been approved for a reasonable accommodation transfer and who need the accessibility features of the available accessible unit.
 - b. selection will be given to residents from LIPH, PBV and RAD/PBV units who have been placed on the ECC/HANH Reasonable Accommodation Transfer List because they require an accessible unit.
 - c. selection will be given to applicant families from the ECC/HANH agency wide Accessible Waiting List
- 2) For families with a Reasonable Accommodation preference for a non-accessible unit
 - a. selection will be given to existing residents (per the Tenant Selection Plan) who have been approved for a reasonable accommodation transfer and whose disability-related needs would be met by a transfer to that particular vacant unit.
 - b. selection will be given to residents from LIPH, PBV and RAD/PBV units who have been placed on the ECC/HANH Reasonable Accommodation Transfer List and whose disability-related needs would be met by a transfer to that particular unit.
 - c. selection will be given to applicant families from the ECC/HANH agency wide Accessible Waiting List
- 3) A family may request a transfer as a reasonable accommodation for a disability. Examples of a reasonable accommodation transfer include, but are not limited to, a transfer for a person with a mobility impairment, a unit with a bed and bath on the first floor or a transfer to a unit with accessible features.

- 4) Once a family's reasonable accommodation has been approved, the family will be placed on the Reasonable Accommodation Transfer List based on the date of such reasonable accommodation request and bedroom size. Approved families will be offered an available unit that meets their disability related needs in a Low-Income Public Housing (LIPH), Project Based Voucher (PBV) or RAD/PBV development/portfolio accordingly.
- 5) Once it has been determined that ECC/HANH cannot accommodate the family in the LIPH, PBV or RAD/PBV portfolio, the family will be added to the HCV/TBV Reasonable Accommodation List for an opportunity for a Tenant Based Voucher (TBV). The family will be given the option for a TBV or may choose to remain on the Reasonable Accommodation Transfer list until a unit that meets their needs becomes available. *(See Local Preference no. 2 listed above)*
- 6) The Property Manager for each development within the ECC/HANH portfolio will notify the Reasonable Accommodation Manager of all tenants approved for a reasonable accommodation transfer and such persons will be placed on the Reasonable Accommodation Transfer List based on date of approval and bedroom size so they may be accommodated accordingly and timely.

All other selections (not related to reasonable accommodations) occur as follows. Each site shall maintain a site-based waiting list. Prior existing lists shall be exhausted in the following order with subsequent selections being made from site-based waiting lists.

Development	Waiting List Selection
Eastview Terrace I - RAD	<ol style="list-style-type: none"> 1) Eastview Terrace Right to Return Residents 2) Eastview Terrace I Public Housing Waiting List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Eastview Terrace RAD Site Based Waiting List
Eastview Terrace - PBV	<ol style="list-style-type: none"> 1) HCV Waiting List 2) Eastview Terrace PBV Site Based Waiting List
Fair Haven - RAD (Eastview and Chatham)	<ol style="list-style-type: none"> 1) Farnam Right to Return Residents 2) Farnam Public Housing Waiting List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Fair Haven RAD Site Based Waiting List
Wilmington Crossing - RAD	<ol style="list-style-type: none"> 1) West Rock Right to Return Residents 2) Wilmington Crossing Public Housing Waiting List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval

	4) Wilmont Crossing RAD Site Based Waiting List
Wilmont Crossing - PBV	1) HCV Waiting List 2) Wilmont Crossing PBV Site Based Waiting List
Wilmont Crossings - Elderly Only Units	1) Wilmont Crossing Elderly Only Site Based Waiting List
Mill River Crossings/Farnam - RAD	1) Farnam Right to Return Residents 2) Farnam Public Housing Waiting List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Mill River RAD Site Based Waiting List
Ribicoff/ Twin Brook – RAD	1) Ribicoff Returning Residents 2) Public Housing Ribicoff Site Based Waiting Lists 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4)Twin Brook RAD Site Based Waiting List
Brookside I & II PBV	1) Returning West Rock Residents 2) HCV Waiting List 3) Brookside PBV Site Based Waiting List
Rockview I - PBV	1) Returning West Rock Residents 2) HCV Waiting List 3) Rockview PBV Site Based Waiting List
Rockview II - RAD	1) Returning West Rock Residents 2) Westville Manor Site Based Waiting List 3) HCV Waiting List 4) Rockview RAD Site Based Waiting List
Quinnipiac Terrace I, II, III - PBV	1) Quinnipiac Terrace Right to Return Residents 2) HCV Waiting List 3) Quinnipiac PBV Site Based Waiting List
Trinity Rowe - PBV	1) Trinity Rowe Right to Return Residents 2) Trinity Rowe LIPH Wait List 3) HCV Waiting List 4) Trinity Rowe PBV Site Based Waiting List

Monterey Place-RAD	<ol style="list-style-type: none"> 1) Current Monterey LIPH Wait List 2) HCV Wait List 3) Monterey RAD Site Based Wait List
RAD Group I – Constance Baker Motley (CB Motley)	<ol style="list-style-type: none"> 1) CB Motley Right to Return Residents 2) CB Motley LIPH Site Based Waiting List 3) CB Motley RAD Site Based Waiting List
RAD Group I – Katherine Harvey Terrace	<ol style="list-style-type: none"> 1) Katherine Harvey Terrace Right to Return Residents 2) Katherine Harvey Terrace LIPH Site Based Waiting List 3) Katherine Harvey Terrace RAD Site Based Waiting List
RAD Group I – Newhall Gardens	<ol style="list-style-type: none"> 1) Newhall Gardens Right to Return Residents 2) Newhall Gardens LIPH Site Based Waiting List 3) Newhall Gardens RAD Site Based Waiting List
RAD Group I – Prescott Bush	<ol style="list-style-type: none"> 1) Prescott Bush Right to Return Residents 2) Prescott Bush LIPH Site Based Waiting List 3) Prescott Bush RAD Site Based Waiting List
RAD Group II -Stanley Justice Landing	<ol style="list-style-type: none"> 1) Stanley Justice Right to Return Residents (if applicable) 2) Scattered Site Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Scattered Site RAD Site Based Waiting List
RAD Group II - Fulton Park	<ol style="list-style-type: none"> 1) Fulton Park Right to Return Residents (if applicable) 2) LIPH Scattered Site Wait List 3) HCV Waiting List 4) Scattered Site RAD Site Based Waiting List
RAD Group II – Waverly Townhouses	<ol style="list-style-type: none"> 1) Waverly Townhouses Right to Return Residents (if applicable) 2) LIPH Scattered Site Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Waverly Townhouses RAD Site Based Waiting List
RAD Group II - 76 Glen Haven - RAD	<ol style="list-style-type: none"> 1) 76 Glen Haven Right to Return Residents (if applicable) 2) LIPH Scattered Site Wait List 3) HCV Waiting List 4) Scattered Site RAD Site Based Waiting List

RAD Group III - McQueeney Towers - RAD	<ol style="list-style-type: none"> 1) McQueeney Towers Right to Return Residents (if applicable) 2) McQueeney Towers LIPH Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) McQueeney Towers RAD Site Based Waiting List
RAD Group III - Winslow Celentano - RAD	<ol style="list-style-type: none"> 1) Winslow Celentano Right to Return Residents (if applicable) 2) Winslow Celentano LIPH Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Winslow Celentano RAD Site Based Waiting List
RAD - Robert T Wolfe - RAD	<ol style="list-style-type: none"> 1) Robert T. Wolfe Right to Return Residents (if applicable) 2) Robert T. Wolfe LIPH Wait List 3) HCV Waiting List 4) Robert T Wolfe Site Based Waiting List
RAD Group IV - Matthew Ruoppolo Manor - RAD	<ol style="list-style-type: none"> 1) Matthew Ruoppolo Manor Right to Return Residents (if applicable) 2) Matthew Ruoppolo Manor LIPH Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Matthew Ruoppolo Manor Site Based Waiting List
RAD Group IV - Fairmont Heights - RAD	<ol style="list-style-type: none"> 1) Fairmont Heights Right to Return Residents (if applicable) 2) Fairmont Heights LIPH Wait List 3) Applicants on the HCV Waiting List as of the date of the financial plan approval 4) Fairmont Heights RAD Site Based Waiting List

Elderly Designated Unit Mix Prior to Conversion to Project-based Rental Assistance

Number of Bedrooms	0	1	2	3	4	5	6	Total
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Prescott Bush	20	25	5	0	0	0	0	50
Katherine Harvey Terrace	0	12	0	0	0	0	0	12
New Hall Gardens	0	23	0	0	0	0	0	23
C.B. Motley	8	34	0	0	0	0	0	42
Wilmot Crossing	0	25	1	0	0	0	0	26
Total	28	119	6	0	0	0	0	153

The Owner may not establish a limit on the number of Elderly families or Disabled families who may be accepted for occupancy in a development that was Mixed Population development prior to conversion. In selecting Elderly families and Disabled families to occupy units in mixed population developments, the owner must first offer units that have special accessibility features for persons with disabilities to families who include persons with disabilities who require the accessibility features of such units (see §§ 8.27 and 100.202 of this Part 24 CFR).”

Waiting Lists for Converted Units

The Owner shall use the ECC/HANH site-based waiting for each development list used by it prior to conversion for the selection of occupants post-conversion, except for units that have special accessibility features for persons with disabilities who require the accessibility features of such units (see §§ 8.27 and 100.202 of Part 24 CFR).”

First priority: Subject to preference for families residing in the existing developments (right to return families) on the date of the financial plan approval.

Second priority: Interested applicants on the site-based waiting lists for the properties at the time of approval of the date of the financial plan approval, over all other applicants based on their position on the existing site-based waiting lists.

Third priority: At the time of the approval of the financial plan, applicants on the ECC Housing Choice Voucher Wait List shall also be contacted to determine if they are interested in being placed on the Development Waiting List. Applicants on the existing HCV Waitlist will be given third priority over all other applicants based on their position on this list.

Fourth priority: Applicants on the RAD site-based waiting.

Occupants of units with accessibility features shall be selected from (1) a current occupant of another unit of the same [project](#), or comparable [projects](#) under common control, having [disabilities](#) requiring the accessibility features of the vacant unit and occupying a unit not having such features, or, if no such occupant exists, then (2) to an eligible qualified applicant on the Agency wide Accessible Waiting List having a [disability](#) requiring the accessibility features of the vacant unit.

With respect to units where preference for occupancy shall be to the elderly or to the elderly and disabled on an equal basis, the Authority shall transfer each site-based waiting list to the owner and the Owner shall manage each list in accordance with the Authority-approved resident selection plan. The Owner shall select occupants from these lists until all applicants on these lists shall have been either offered a unit, withdrawn or removed, or rejected for admission. The Owner shall maintain its site-based waiting list once these requirements have been met.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

No changes to this section with the exception of LIHTC developments.

LIHTC developments are subject to the published LIHTC Income guidelines.

Order of Selection

No changes to this section.

4-III.D. NOTIFICATION OF SELECTION

At the time of the approval of the financial plan, applicants on the ECC Housing Choice Voucher Wait List shall also be contacted to determine if they are interested in being placed on the Development Waiting List.

ECC/HANH Policy

ECC/HANH will notify the family by first class mail, or email if applicable when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

Applicants who fail to attend their scheduled interview or who cannot be contacted to schedule an interview will be scheduled for a second interview. Applicants who cannot be contacted after a second attempt or who fail to show for a second interview shall have their applications withdrawn, subject to reasonable accommodation for people with disabilities.

4-III.E. THE APPLICATION INTERVIEW

No changes to this section for the standard or RAD PBV programs.

For the LIHTC program:

The state of Connecticut's LIHTC compliance manual requires an applicant interview. The applicant interview must include an interview with all adult household members to review the application and historical documents and clarify any discrepancies or missing information. The interview must be documented with the required Interview Checklist included in the State of Connecticut's LIHTC Tax Credit compliance manual for the state of Connecticut. This checklist must be signed and dated by management and all adult applicants.

4-III.F. COMPLETING THE APPLICATION PROCESS

No changes to this section

PART IV. VAWA APPLICANT WAITLIST & TRANSFER WAITLIST PREFERENCE

4-IV.A OVERVIEW

No changes to this section

Addition:

Resident transfer is allowable from one LIHTC/RAD/PBV development to another subject to applicable LIHTC income guidelines.

This includes the LIPH/ACC units.

4-IV-B. PREFERENCE QUALIFICATIONS

No changes to this section

4-IV.C HCV/LIPH OPTION FOR APPLICANTS ON LIPH SITE BASED WAITING LISTS WITH VAWA WAIT LIST PREFERENCE

Not applicable

4-IV.D LIPH/PBV/RAD-PBV to HCV OPTIONS FOR RESIDENTS

No changes to this section

PART 4-V: EFFORT TO END HOMELESSNESS

HOMELESS PREFERENCE/WAITING LIST SET-ASIDES

ECC/HANH is adding a homeless admissions preference/set-aside for applicants for the project-based and tenant-based Effort to End Homelessness Initiatives.

This preference/set-aside applies to families or individuals who are:

(1) homeless;

(2) at risk of homelessness;

(3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or

(4) recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

The HUD definition of Homeless is listed in 4 categories:

Category 1

Literally homeless individuals/families

Individuals and families who lack a fixed, regular, and adequate nighttime residence, which includes one of the following:

- Place not meant for human habitation
- Living in a shelter (Emergency shelter, hotel/motel paid by government or charitable organization)
- Exiting an institution (where they resided for 90 days or less AND were residing in emergency shelter or place not meant for human habitation immediately before entering institution)

Category 2

Individuals/families who will imminently (within 14 days) lose their primary nighttime residence, which includes ALL of the following:

- Have no subsequent residence identified AND
- Lack the resources or support networks needed to obtain other permanent housing

Category 3

Unaccompanied youth (under 25 years of age) or families with children/youth who meet the homeless definition under another federal statute and includes ALL of the following:

- Have not had lease, ownership interest, or occupancy agreement in permanent housing at any time during last 60 days
- Have experienced two or more moves during last 60 days
- Can be expected to continue in such status for an extended period of time because of chronic disabilities, OR chronic physical health or mental health conditions, OR substance addiction, OR histories of domestic violence or childhood abuse (including neglect) OR presence of a child or youth with a disability, OR two or more barriers to employment

Category 4

Individuals/families fleeing or attempting to flee domestic violence, dating violence, violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or family member and includes ALL of the following:

- have no identified residence, resources or support networks
- Lack the resources and support networks needed to obtain other permanent housing

Source: http://www.hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule

ECC/HANH Policy

ECC/HANH has established a homeless preference and set-aside waiting lists for individuals and families that meet the HUD definition of homelessness.

There will be a set-aside waiting lists for families and individuals who will be housed in the PBV and TBV supportive housing programs and set-aside waiting lists for families and individuals who will be housed in the -Effort to End Homelessness Initiatives.

The homeless preference will also apply to applicants to the ECC/HANH PBV and RAD/PBV developments.

Current applicants on the HCV waiting list will be notified of the new admissions preference/set-aside waiting lists and will be instructed on the necessary procedure to qualify. They will need to contact the Coordinated Access Network (CAN) for an assessment and referral to ECC/HANH.

They will be granted a first right to an available unit under the preference should they meet the above definition of homeless.

Notice to persons on the HCV waiting list will be done by mail no later than thirty (30) days prior to the effective date of the preference. This preference will be effective November 1, 2022.

In order to be eligible for the preference, an applicant must be a direct referral from the Coordinated Access Network (CAN).

ECC/HANH must have a Memorandum of Understanding (MOU) with the CAN for vouchers under the ECC/HANH MTW Homeless Voucher initiative. ECC/HANH must have a MOU with the CAN specific to the homeless preference.

The CAN will conduct an applicant assessment through their Coordinated Entry system and will send the referral to ECC/HANH.

Once the referral has been received, the applicant will be placed on the Homeless Preference/Set-Aside Waiting List.

The referral must include a commitment by the homeless service provider to supportive services to help the household transition from homelessness to permanent housing, including tenant selection, eligibility and lease requirements.

When a unit becomes vacant in a PBV or RAD/PBV development the applicant who meets the criteria of the admissions preference and who is on the existing waiting list will be selected for eligibility determination and unit offer.

When tenant-based vouchers are offered, the applicant who meets the criteria of the admissions preference and who is on the existing waiting list will be selected first for eligibility determination and a voucher offer.

All applicants must comply with current admissions requirements at the specific property, including income and background screening criteria.

Applicants must also comply with the ECC eligibility and background screening criteria as stated in Chapter 3 (Eligibility) of this Admin Plan.

Applicants who do not pass the eligibility criteria will be provided with the basis of the intent to deny or denial in writing and will be notified of their right to request a meeting to review the information or right to request an informal hearing. (Chapter 16, Informal Reviews and Hearings.)

If the intent to deny review or informal review meeting is favorable to the applicant, the applicant will be returned to the waiting list with the homeless preference and offered the next available unit or voucher.

Note: This preference can be amended as needed and/or removed with proper notification of such to all affected parties, including written notification to HUD.

ECC/HANH has also allocated vouchers to supportive housing providers and the CAN in an effort to end homelessness.

Applicants are assessed by the supportive housing provider, prioritized and referred to ECC/HANH accordingly.

The applicant is placed on the appropriate provider set aside waiting list. When a unit or allocated voucher becomes available the applicant is notified by ECC/HANH for an eligibility appointment.

Applicants must also comply with the ECC eligibility and background screening criteria as stated in Chapter 3 (Eligibility) of this Admin Plan, unless specifically stated in the MOU.

Applicants who do not pass the eligibility criteria will be provided with the basis of the intent to deny or denial in writing and will be notified of their right to request a meeting to review the information or right to request an informal hearing. (Chapter 16, Informal Reviews and Hearings.)

If the intent to deny review or informal review meeting is favorable to the applicant, the applicant will be returned to the waiting list with the homeless preference and offered the next available unit or voucher.

4-IV.A RESIDENT TRANSFER POLICY

This section explains the transfer policy, based on HUD regulations, HUD guidance, and ECC/HANH policy decisions.

This section describes HUD regulations and ECC/HANH policies related to transfers in three parts:

Part I: Emergency Transfers. This part describes emergency transfers, emergency transfer procedures, and payment of transfer costs.

Part II: ECC/HANH Required Transfers. This part describes types of transfers that may be required by ECC/HANH, notice requirements, and payment of transfer costs.

Part III: Transfers Requested by Residents. This part describes types of transfers that may be requested by residents, eligibility requirements, security deposits, payment of transfer costs, and handling of transfer requests.

ECC/HANH may require the tenant to move from the unit under some circumstances. There are also emergency circumstances under which alternate accommodations for the tenant must be provided, that may or may not require a transfer.

The tenant may also request a transfer, such as a request for a new unit as a reasonable accommodation or protection under VAWA.

ECC/HANH must have specific policies in place to deal with acceptable transfer requests.

Preferences for Resident Transfers are as follows: (Applies to LIHTC ACC, PBV and RAD/PBV).

- 1) Emergency
- 2) Urgent- Non-VAWA Crime and Safety related transfers
- 3) Reasonable Accommodation for Accessible Units
- 4) Reasonable Accommodation for other than those needing accessible units or units with accessible features
- 5) Transfers mandated by modernization projects

- 6) VAWA transfers
- 7) Transfers due to over and under housing by more than two degrees
- 8) Other administrative transfers

Transfers from one LIHTC ACC, PBV or RAD/PBV development to another LIHTC ACC, PBV, RAD/PBV or LIPH development are allowable for all preferences, subject to LIHTC income guidelines and applicable Tenant Selection Plans.

The transfer list is an agency-wide transfer list and not a site-based list. One out of every ten offers will be made to a resident-requested transfer.

Per the development Resident Selection Plan, a resident who resides in a development and requires a different unit size or type will have a priority over other households on the Site based Waitlist for the unit that has become vacant in that Development.

4-IV.B EMERGENCY TRANSFERS

If the dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, ECC/HANH must offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time [24 CFR 966.4(h)].

ECC/HANH Policy

Emergency transfers must be approved by the Owner or designee.

The Owner is not required to give prior notice of an emergency transfer.

Emergency conditions that occur due to abuse or neglect will be grounds for emergency transfer, however resident will be charged for the damages caused to the apartment.

The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:

Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within 24 hours.

Examples of such unit or building conditions would include: a gas leak; no heat in the building during the winter; no water; toxic contamination; and serious water leaks.

4-IV.C. EMERGENCY TRANSFER PROCEDURES

ECC/HANH Policy

If the transfer is necessary because of maintenance or other life-threatening conditions defined above, and an appropriate unit is not immediately available, Owner will provide

temporary accommodations to the tenant by arranging for temporary lodging at a hotel or similar location.

If the conditions that required the transfer cannot be repaired, or the condition cannot be repaired in a reasonable amount of time, Owner will transfer the resident to the first available and appropriate unit after the temporary relocation.

Emergency transfers are mandatory for the tenant. Refusal of a resident to accept an emergency transfer is grounds for termination of assistance or lease termination and eviction.

In cases where ECC/HANH does not have a unit available for an emergency transfer ECC/HANH can transfer the resident to one of its affiliated entities.

Emergency transfers from one LIHTC/RAD/PBV/LIPH development are allowable for Emergencies that cannot be immediately mediated and are subject to applicable LIHTC income guidelines. Emergency transfers will be placed on a centralized transfer list for LIHTC/RAD/PBV/LIPH residents.

4-IV.D. COSTS OF TRANSFER

ECC/HANH Policy

Owner will bear the reasonable costs of temporarily accommodating the tenant and of long-term transfers, if any, due to emergency conditions.

The reasonable cost of transfers includes the cost of packing, moving, and unloading.

Owner will move the family at Owner's expense.

All amounts owed under tenancy will follow the family regardless of transfer.

PART V: ECC/HANH REQUIRED TRANSFERS

4-V.A. OVERVIEW

ECC/HANH may require that a resident transfer to another unit under some circumstances. For example, ECC/HANH may require a resident to transfer to make an accessible unit available to a disabled family, or may transfer a resident in order to maintain occupancy standards based on family composition, or may transfer residents in order to demolish or renovate the unit.

A transfer that is required by ECC/HANH is an adverse action, and is subject to the notice requirements for adverse actions [24 CFR 966.4(e)(8)(i)].

4-V.B. TYPES OF ECC/HANH REQUIRED TRANSFERS

The types of transfers that may be required by the Owner, include, but are not limited to, transfers to make an accessible unit available for a disabled family, transfers to comply

with occupancy standards, transfers for demolition, disposition, revitalization, or rehabilitation, and emergency transfers as discussed in Part I of this chapter.

Transfers required by the Owner are mandatory for the tenant.

Transfers to Make an Accessible Unit Available

When a family is given an accessible unit, but does not require the accessible features, ECC/HANH may require the family to agree to move to a non-accessible unit when it becomes available.

ECC/HANH Policy

When a non-accessible unit becomes available, Owner will transfer a family living in an accessible unit that does not require the accessible features to an available unit that is not accessible. Owner may wait until a disabled resident requires the accessible unit before transferring the family that does not require the accessible features out of the unit. The Property Manager will give the family a 30-day notice to move, with the right to request a grievance hearing and a reasonable accommodation to remain in the unit if applicable.

Occupancy Standards Transfers

ECC/HANH may require a resident to move when a reexamination indicates that there has been a change in family composition, and the family is either overcrowded or over-housed according to ECC/HANH policy. On some occasions, ECC/HANH may initially place a resident in an inappropriately sized unit at lease-up, where the family is over-housed, to prevent vacancies. The public housing lease must include the tenant's agreement to transfer to an appropriately sized unit based on family composition

ECC/HANH Policy

Owner will transfer a family when the family size has changed and the family is now too large (overcrowded) or too small (over-housed) for the unit occupied.

For purposes of the transfer policy, overcrowded and over-housed are defined as follows:
Overcrowded: the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides, according to the sleeping room. For example, 5 persons could occupy a two-bedroom unit if the family wishes.

Over-housed: the family no longer qualifies for the bedroom size in which they are living based on ECC/HANH's occupancy standards as described in Section 5-I.B.

Owner may also transfer a family who was initially placed in a unit in which the family was over-housed to a unit of an appropriate size based on Owner's occupancy standards, when Owner determines there is a need for the transfer.

Owner may elect not to transfer an over-housed family in order to prevent vacancies.

A family that is required to move because of family size will be advised by Owner that a transfer is necessary and that the family has been placed on the transfer list.

Families that request and are granted an exception to the occupancy standards (for either a larger or smaller size unit) will only be required to transfer if it is necessary to comply with the approved exception.

Scattered site in-house transfers supersede scattered site wait list applicants.

Demolition, Disposition, Revitalizations, or Rehabilitation Transfers

ECC/HANH Policy

Owner will relocate a family when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished. ECC/HANH's relocation plan may or may not require transferring affected families to other available public housing units. These transfers may be subject to Uniformed Relocation Act (URA) Guidelines.

If the relocation plan calls for transferring public housing families to other public housing units, affected families will be placed on the transfer list.

In cases of revitalization or rehabilitation, the family may be offered a temporary relocation if allowed under Relocation Act provisions, and may be allowed to return to their unit, depending on contractual and legal obligations, once revitalization or rehabilitation is complete.

4V.C. ADVERSE ACTION [24 CFR 966.4(e)(8)(i)]

An ECC/HANH required transfer is an adverse action. As an adverse action, the transfer is subject to the requirements regarding notices of adverse actions. If the family requests a grievance hearing within the required timeframe, ECC/HANH may not act on the transfer until the conclusion of the grievance process.

PART VI: TRANSFERS REQUESTED BY TENANTS

4-VI.A. OVERVIEW

HUD provides ECC/HANH with discretion to consider transfer requests from tenants. The only requests that ECC/HANH is required to consider are requests for reasonable accommodation. All other transfer requests are at the discretion of ECC/HANH. To avoid administrative costs and burdens, this policy limits the types of requests that will be considered by ECC/HANH.

Some transfers that are requested by tenants should be treated as higher priorities than others due to the more urgent need for the transfer.

4-VI.B. TYPES OF RESIDENT REQUESTED TRANSFERS

ECC/HANH Policy

The types of requests for transfers that the Owner will consider are limited to requests for transfers to alleviate a serious or life threatening medical condition, transfers due to a threat of physical harm or criminal activity, reasonable accommodation, transfers to a different unit size as long as the family qualifies for the unit according to the Owner's occupancy standards, and transfers to a location closer to employment.

4-VI.C. HIGH PRIORITY RESIDENT REQUESTED TRANSFERS

ECC/HANH Policy

The Owner will consider the following as high priority transfer requests with an applicable preference:

- Reasonable Accommodation –
When a transfer is needed to alleviate verified medical problems of a serious or life-threatening nature

When a family requests a transfer as a reasonable accommodation. Examples of a reasonable accommodation transfer include, but are not limited to, a transfer to a first floor unit for a person with mobility impairment, or a transfer to a unit with accessible features
- VAWA –
To qualify for the VAWA preference, the incident must have taken place no more than 90 calendar days prior to date of the Owner's receipt of transfer request and verified with the Reasonable Accommodation Manager through the VAWA process.
- Urgent –
When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at the Owner's discretion, include an assessment by law enforcement indicating that a family member is the actual or potential victim of a criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may also be established through documentation or by any proof accepted by the Owner.

In the event of an urgent transfer, involving violence or criminal activity against a family, the family will be placed on the transfer list with Crime and Safety preference and moved to an appropriately sized unit accordingly.

Such circumstances will include:

- Targeted violence- a family member is the actual or potential victim of a criminal attack, retaliation for testimony or hate crime and the threat of violence is verified by a law enforcement professional and/or agency.
- Inadvertent violence- to protect a family member from criminal activity that is occurring at the property of the community in which they are not the

targeted victim but request to be transferred for their safety and the threat of violence is verified by a law enforcement professional or agency.

4-VI.D. REGULAR PRIORITY RESIDENT-REQUESTED TRANSFERS

ECC/HANH Policy

Existing elderly families shall be given preference to elderly-designated properties.

Other than the above, the regular priority resident requested transfer list is maintained in a first-come, first-served basis.

Transfers requested by the tenant are considered optional for the tenant.

4-VI.E. ELIGIBILITY FOR TRANSFER

ECC/HANH Policy

Except for emergency transfers or for purposes of reasonable accommodation, Owner will only consider transfer requests from residents that meet the following requirements:

- Have not engaged in criminal activity that threatens the health and safety of residents and staff

- Owe no back rent or other charges, or have a pattern of late payment

- Have no housekeeping lease violations or history of damaging property

- Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities)

A resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection.

Exceptions to the good record requirement may be made when it is to the Owner's advantage to make the transfer. Exceptions may also be made when ECC/HANH determines that a transfer is necessary to protect the health or safety of a resident who is a victim of domestic violence, dating violence, sexual assault, or stalking and who provides documentation of abuse.

If a family requested to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines, the family will not be eligible to transfer to a larger size unit for a period of one year from the date of admission, unless they have a change in family size or composition, or it is needed as a reasonable accommodation.

4-VI.F. SECURITY DEPOSITS

ECC/HANH Policy

When a family transfers from one unit to another, Owner will transfer their security deposit to the new unit. The tenant will be billed for any maintenance or others charges due for the "old" unit.

4-VI.G. TRANSFER

ECC/HANH must pay moving expenses to transfer a resident with a disability to an accessible unit as an accommodation for the resident's disability [Notice PIH 2010-26].

ECC/HANH Policy

The resident will bear all of the costs of transfer s/he requests. However, Owner will bear the transfer costs when the transfer is done as a reasonable accommodation.

4-VI.H. HANDLING OF REQUESTS

ECC/HANH Policy

Residents requesting a transfer to another unit or development will be required to submit a written request for transfer.

In case of a reasonable accommodation transfer, the Owner will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the Owner will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

The Owner will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, or stalking or taking no action when sufficient information to make a determination is not provided.

If the family does not meet the "good record" requirements, the manager will address the problem and, until resolved, the request for transfer will be denied.

The Owner will respond within 10 business days of the submission of the family's request. If Owner denies the request for transfer, the family will be informed of its grievance rights.

4-VI.I. COST OF TRANSFER

ECC/HANH must pay moving expenses to transfer a resident with a disability to an accessible unit as an accommodation for the resident's disability [Notice PIH 2010-26].

ECC/HANH Policy

The resident will bear all of the costs of transfer s/he requests. However, the Owner will bear the transfer costs when the transfer is done as a reasonable accommodation.

4-VI.J. HANDLING OF REQUESTS

ECC/HANH Policy

Residents requesting a transfer to another unit or development will be required to submit a written request for transfer.

In case of a reasonable accommodation transfer, the Owner will encourage the resident to make the request in writing using a reasonable accommodation request form. However, the Owner will consider the transfer request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

The Owner will respond by approving the transfer and putting the family on the transfer list, by denying the transfer, or by requiring more information or documentation from the family, such as documentation of domestic violence, dating violence, sexual assault, or stalking.

If the family does not meet the “good record” requirements, the manager will address the problem and, until resolved, the request for transfer will be denied.

The Owner will acknowledge the receipt of the transfer request within 10 business days. If ECC/HANH denies the request for transfer, the family will be informed of its grievance rights. Reasonable Accommodation requests will be verified by a 3rd party professional and ECC/HANH will respond within 10 business days of the approval of the reasonable accommodation request.

4-VI.J REFUSAL FOR GOOD CAUSE

ECC/HANH Policy

Examples of good cause for refusal of a unit offer include, but are not limited to:

- The family demonstrates to ECC/HANH’s satisfaction that accepting the unit offer will require an adult family member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.
- The family demonstrates to ECC/HANH’s satisfaction that accepting the offer will place a family member’s life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders, other court orders, risk assessments related to witness protection from a law enforcement agency, or documentation of domestic violence, dating violence, or stalking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.
- A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal family member.
- The unit is inappropriate for the applicant’s disabilities or approved reasonable accommodation, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.
- The unit has lead-based paint and the family includes children under the age of six.
- Other compelling reasons as approved by ECC/HANH.

ECC/HANH will require documentation of good cause for unit refusals.

MEMORANDUM

To: Board of Commissioners

Date: September 20, 2022

From: Karen DuBois-Walton Ph.D., President

RE: Resolution Authorizing Approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75

ACTION: Recommend that the Board of Commissioners adopt Resolution #09-50/22-R

TIMING: Immediately

DISCUSSION: HANH has implemented a vehicle replacement program that requires disposal of older model vehicles and regular fleet replacement and upgrade. HANH has determined a need to dispose of vehicles. The Gengras Ford Auto Group administers statewide Commodity Contracts for use by State Department and Local Governments. Statewide Commodity Contracts are a type of Leverage Procurement Agreements (LPA) used as one of the State's, main procurement vehicles for leveraging its buying power. This objective is accomplished by competitively soliciting quality products by a single lead public agency and making the resulting Contract available to other public agencies.

The State of Connecticut, through the Department of Administrative Services, has a contract with Gengras Ford Auto Group (19PSX0161) to purchase vehicles and aftermarket options set to expire on September 30, 2023.

On December 15, 2020, the board approved Resolution # 12-111/20-R for a contract with Gengras Ford Auto Group to purchase vehicles and aftermarket options. The cost breakdowns for the various needs are: Four (4) Ford 350 pick- up trucks \$186,147.75, One (1) Ford SUV 45,188.00, Six (6) Ford Transit Cargo Vans \$238,386.00, for a total not to exceed amount \$469,721.75.

HANH is requesting approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide

for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75.

In accordance with resolution 10-129/18-R for the Revised Procurement Policy, approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. HANH is requesting approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75.

FISCAL IMPACT: \$49,221.75 Insurance Funds

STAFF: Lee Purvis, Central Operations Manager

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # 09-50/22-R

Resolution Authorizing Approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75

WHEREAS, HANH has a need to replace older vehicles with newer models to keep the fleet operational; and

WHEREAS, the State of Connecticut, through the Department of Administrative Services, has a contract with Crowley Ford Auto Group (19PSX0161) to purchase vehicles and aftermarket options set to expire on September 30, 2023; and

WHEREAS, HANH has determined that this procurement qualifies as a state and local intergovernmental agreement to purchase or use common goods and services as outlined in HANH'S Procurement Policy (Page 14); and

WHEREAS, on December 15, 2020, the board approved Resolution # 12-111/20-R for a contract with Gengras Ford Auto Group to purchase vehicles and aftermarket options. The cost breakdowns for the various needs are: Four (4) Ford 350 pick- up trucks \$186,147.75, One (1) Ford SUV 45,188.00, Six (6) Ford Transit Cargo Vans \$238,386.00, for a total not to exceed amount \$469,721.75; and

WHEREAS, HANH is requesting approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for, for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75; and

WHEREAS, in accordance with resolution 10-129/18-R for the Revised Procurement Policy, approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:

1. Approval of Change Order Number One (1) to the Contract with Gengras Ford Auto Group for the purchase of vehicles, trade-ins and aftermarket options agency wide for an additional amount of \$49,221.00 bringing the total contract amount from \$469,721.75 to 518,942.75
2. The President be and hereby is authorized, empowered and directed to take any and all such action ancillary, related and or/necessary action to fulfill the foregoing purposes and the purposes of this resolution.
3. The resolution shall take effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton, Ph. D.
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

Gengras Ford, LLC

225 New Britain Avenue
 Plainville, CT 06062
 Phone: 860.727.6302
 www.gengras.com



Quote Number: 220906011

STATE CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2022	F-350 Reg Cab 4x4 (F3B)	\$ 27,646.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price	
1	Z1	Oxford White	\$ -	
2	AS	Vinyl 40/20/40 Medium Earth Gray	\$ -	
3	99N	7.3L DEC V8 ENG	\$ 2,045.00	
4	44G	Ten speed Automatic Trans	\$ -	
5	610A	XL Package	\$ -	
6	473	Snow Plow Prep	\$ 250.00	
7	TDX	AT Tires - 18"	\$ 265.00	
8	66S	Upfitter Switches	\$ 165.00	
9	67B	HD Alternators - 397 amp	\$ 115.00	
10	86M	Dual Batteries (required with 473)	\$ 210.00	
11	85S	Tough bed	\$ 595.00	
12	66L	LED Bed Lights	\$ 75.00	
13	X3E	3.73:1 Locking Rear Axle	\$ 390.00	
14	64F	18" Wheels	\$ 455.00	
15	18B	Cab Steps	\$ 445.00	
16	592	Roof Clearance Lights	\$ 95.00	
17	61S/62S	Splash Guards	\$ 130.00	
18	76C	Back Up Alarm	\$ 150.00	
19	913	SYNC 3 (bluetooth)	\$ 450.00	
20	90L	Power Equipment Group (90L) • Accessory delay • Integrated Key • Manual telescoping trailer tow mirrors with power • Perimeter Anti-Theft Alarm • Power front side windows with one-touch-up/-down • Power locks • Remote Keyless Entry System • Upgraded door trim panel	\$ 1,100.00	
21	52B	Brake Controller	\$ 300.00	
22	17S	STX Package	\$ 1,825.00	
23	19Z	WIFI delete	\$ (20.00)	
24	PRI	Stock to fleet	\$ 2,500.00	
			<i>Total Options per Contract Price (list price)</i>	\$ 11,540.00
			<i>Total Factory Options Discount (6%)</i>	\$ (692.40)
			<i>Total Options per Contract Price (net price)</i>	\$ 10,847.60

Gengras Ford, LLC

225 New Britain Avenue
Plainville, CT 06062
Phone: 860.727.6302
www.gengras.com



Quote Number: 220906011

Aftermarket Accessories

	Vendor / Manufacturer	Hours	Description	List Price
1	Fisher	2.0	Eight and a half foot HD II snow plow with rubber deflector and hand-held control	\$ 9,106.00
2	Other	2.0	Rustproofing	\$ 699.00
3	Other	2.0	Four corner amber hide-away LED strobe light package connected to chassis upfitter switch	\$ 1,193.00
4		0.0		\$ -
5		0.0		\$ -
6		0.0		\$ -
Total Hours		6.0		
Total Aftermarket Options (list price)				\$ 10,998.00
Total Aftermarket Options Discount (20%)				\$ (2,199.60)
Total Hours x \$130 / hour rate				\$ 780.00
Total Net Aftermarket Options plus Total Labor				\$ 9,578.40

Trade Allowance

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
Total Trade in Allowance				\$ -

Comments:

Bailment pool pick up truck stock order placed by Gengras Ford. Chassis upfit is required before pool release to dealer.

Additional fees / Charges

		State of CT Trade in Assessment (Note: Fee is payable to State of CT):	\$ -
		Dealer Conveyance Fee (\$799.00)	\$ 799.00
		Registration Fee (estimated)	\$ 350.00
		DMV Inspection Fee (as required)	\$ -
Customer:	Housing Authority of New Haven	Total Additional Fees	\$ 1,149.00
FIN Code:	QX164		
VIN:	1FTRF3BN0NEF66220	Total (per unit)	\$ 49,221.00
Quantity	1	Grand Total (all)	\$ 49,221.00

Grengras Ford Change Order Log

Date: 09-07-2022

Vendor: Grengras Ford State Contract # 19PSX0161

Intital Contract Term: 12/20/2022 - 09-20-2023

Original Contract amount: \$469,721.75

Change Order #1 Payout from our insurance carrier to replace a vehicle that was totaled out in an accident. **49,221..00**

Total Contract Value: 518,942.75

Total Contract Value:

MEMORANDUM

TO: Board of Commissioners

DATE: September 20, 2022

FROM: Karen DuBois-Walton, Ph.D., President

RE: Resolution Authorizing a Memorandum of Agreement for Provision of Services and Space Use Agreement by and between Elm City Communities/Housing Authority of the City of New Haven and Live Girl Commencing September 20, 2022 – September 19, 2023

ACTION: Recommend that the Board of Commissioners adopt Resolution # 09-51/22-R

TIMING: Immediately

DISCUSSION: This is an agreement for 1 year beginning September 20, 2022 through September 19, 2023 with no fiscal impact to ECC/HANH. The purpose of this resolution is to authorize an agreement pursuant to which Live Girl will provide on-site programming to ECC/HANH youth residents in grades 5 through college.

Live Girl's programs provide:

- Small group mentoring and access to positive role models.
- Evidence-based programs that build self-esteem and social emotional intelligence, the building blocks of a confident leader.
- Positive social-emotional development and connectivity to their community through diverse friendships and role models.

Elm City Communities sees value in partnering in this way with Live Girl for its resources and services to provide leadership and mentoring programs that build social emotional intelligence and self-esteem we seek authorization to enter into this memorandum of agreement with Live Girl.

FISCAL IMPACT: \$0.00

STAFF: Latoya McCrea, Director of CED

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # 09-51/22-R

**Resolution Authorizing a Memorandum of Agreement for Provision of Services
and Space Use Agreement by and between Elm City Communities/Housing
Authority of the City of New Haven and Live Girl Commencing September 20,
2022 – September 19, 2023**

WHEREAS, the Housing Authority of the City of New Haven (ECC/HANH) along with Live Girl are partnering to provide access to needed services to support the youth Residents of ECC; and

WHEREAS, the successful partnership depends upon the safe sharing of confidential information on clients amongst the involved partners; and

WHEREAS, the attached memorandum of agreement was prepared to set forth the terms and conditions pursuant to which Live Girl will provide certain services for ECC/HANH residents, at no cost to ECC/HANH, ECC/HANH will permit the use of certain community room space for this purpose and certain tasks to be performed by HANH in connection therewith; and

WHEREAS, ECC/HANH seeks to partner with Live Girl and sees value in partnering in this way to services to provide leadership and mentoring programs that build social emotional intelligence and self-esteem we seek for youth residents in grades 5 through college.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
NEW HAVEN THAT:**

1. The Memorandum of Agreement for the Provision of Services and use of Community Room Spaces at 205 Wilmot Road, 185 Eastern Street and 657 Grand Avenue, a copy of which is attached hereto as Exhibit A, be and hereby is authorized.
2. The President be and hereby is authorized, empowered, and directed to execute and deliver the agreement, in substantially the form as attached hereto, and to take any and all such actions as are necessary or appropriate or ancillary thereto.
3. This resolution shall commence on September 20, 2022 through September 19, 2023.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present on September 20, 2022.

Karen DuBois-Walton
Secretary/ President

Date

REVIEWED:
MCCARTER & ENGLISH LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

**MEMORANDUM OF AGREEMENT FOR PROVISION OF SERVICES AND USE OF
COMMUNITY ROOM SPACE**

**THE HOUSING AUTHORITY OF CITY OF NEW HAVEN
d/b/a
ELM CITY COMMUNITIES
and
LIVEGIRL**

**THIS MEMORANDUM OF AGREEMENT FOR PROVISION OF SERVICES
AND COMMUNITY ROOM SPACE AT VARIOUS ECC/HANH SITES** (the "Agreement")
is made and entered into this 20 day of September, 2022, by and between **LIVEGIRL**, a
nonprofit organization that builds confident, inclusive leaders with an office located at 237 Elm
Street, New Canaan, CT ("LIVEGIRL"), and the HOUSING AUTHORITY OF CITY OF NEW
HAVEN, d/b/a ELM CITY COMMUNITIES, a public body corporate and politic, organized and
existing pursuant to Chapter 128 of the laws of the State of Connecticut with a chief
administrative office located at 360 Orange Street, New Haven, Connecticut 06511 ("ECC").

ARTICLE 1. Purpose

LIVEGIRL has agreed to provide, at no cost to ECC, the services set forth in Schedule A
attached hereto and incorporated herein by this reference (the "Services"), such Services to
[provided to the number of ECC residents and for the period of time as set forth in Schedule A. .

ECC is the owner of that certain community room in various developments, respectively (the
"Premises"). LIVEGIRL desires to use and occupy the community rooms throughout the portfolio
to provide the Services for residents of ECC developments. The purpose of this Agreement is to
establish the terms and conditions pursuant to which LIVEGIRL may use and occupy the
Premises and shall provide the Services.

In connection with the provision of the Services, ECC has agreed to permit LIVEGIRL to use
certain of ECC's community room space upon the terms and conditions set forth hereinbelow,
and to perform the tasks more specifically set forth in Schedule B attached hereto and
incorporated herein by this reference.

**ARTICLE 2. Agreement to Provide the Services and Perform the Tasks; Grant of Right to
Use and Occupy**

LIVEGIRL hereby agrees to provide the Services, at no cost to ECC, and as set forth herein.
ECC agrees to perform the tasks set forth in Schedule B and as set forth herein.

ECC hereby grants LIVEGIRL the right to use and occupy the Premises for the purpose of
providing the Services for ECC residents. The right to use and occupy the Premises is granted to
LIVEGIRL "as is", and "with all defects" and ECC makes no representations or warranties as to
the condition or habitability of the Premises or the suitability of the Premises for LIVEGIRL's
intended purposes or for any other purposes. LIVEGIRL may use and occupy the Premises

solely for providing the services during the agreed upon operating hours of operation (“Operating Hours”) as set forth in Exhibit A attached hereto. LIVEGIRL shall not use the Premises for any other purpose(s) without the prior written consent of ECC, in ECC's sole and absolute discretion.

ARTICLE 3. Agreement Term

The term of this Agreement shall commence on __October 1__, 2022, and terminate on __October 1_____, 2023_, unless sooner terminated in accordance with the provisions contained herein (the "Term").

ARTICLE 4. Costs

LIVEGIRL shall be responsible for any and all costs incurred in the provision of the Service in the community room, including costs incurred to comply with all applicable local, state and federal laws, rules and regulation.

ARTICLE 5. Subordination, Non-Disturbance and Attornment

This Agreement shall be subject and subordinate to any and all mortgages which may now or after be placed on the Premises. LIVEGIRL shall promptly execute such documents as may reasonably be requested by ECC or ECC 's mortgagee in confirmation of such subordination,

ARTICLE 6. Assignment and Subletting

LIVEGIRL shall have no right to assign this Agreement or sublet the Premises without ECC’s prior written consent, which approval shall be in ECC’s sole and absolute discretion. Any request for ECC 's approval shall be in writing, mailed to ECC at its address and in the same manner specified for notices to ECC, and shall state the name and address of the proposed assignee or subtenant, its proposed use of the Premises, and evidence of its financial responsibility of the proposed assignee, and shall contain a copy of the proposed agreement of assignment.

ARTICLE 7. Liens

LIVEGIRL shall pay for all labor and materials ordered by LIVEGIRL in connection with the Premises, and shall keep the Premises at all times free and clear of all mechanic’s liens for labor or materials furnished. Any mechanic’s lien filed shall be released by bond or otherwise within forty-five (45) days of filing.

ARTICLE 8. Compliance with Laws

During the Term of this Agreement, LIVEGIRL shall at its sole cost and expense, comply with all applicable local, state, and federal governmental laws, ordinances, by-laws, rules, regulations, orders, executive orders, guidelines and decrees, including, but not limited to those issued with respect to Covid-19 and any other public health threat (collectively, “Laws”) affecting its use

and/or occupancy of the Premises, and procure all licenses, permits and approvals and take all such other actions as are necessary in order to comply with all such Laws. LIVEGIRL shall provide ECC with copies of (i) all licenses, permits, approvals or other evidence of LIVEGIRL's compliance with Laws relating to LIVEGIRL's use and occupancy of the Premises.

ARTICLE 9. Compliance with Rules and Regulations

During the Term of this Agreement, LIVEGIRL shall comply with all rules and regulations relating to the use of the Premises as set forth in Exhibit B attached hereto, which may be amended from time to time by ECC and provided to LIVEGIRL in writing.

ARTICLE 10. Insurance

During the Term of this Agreement, LIVEGIRL, at its sole cost and expense, obtain and maintain: (a) commercial general liability insurance with a limit of not less than Three Million Dollars (\$3,000,000.00) for injury to or death of any one person, for injury to or death of any number of persons in one occurrence, and for damage to property, (b) worker's compensation insurance covering its employees as required by law, and (c) motor vehicle insurance covering owned, non-owned and hired vehicles with a combined single limit of not less than One Million Dollars (\$1,000,000.00). All insurance required in the Agreement and all renewals of the same shall be issued by companies authorized to transact business in the State of Connecticut and (i) shall name ECC, as additional named insured, (ii) shall expressly provide that the insurance policy(ies) may not be canceled or altered without thirty (30) days prior written notice to ECC, and (iii) shall contain a waiver by the insurer of its rights of subrogation against ECC. All policies shall be written as primary policies, not contributing with and not in excess of any coverage that ECC may carry. Upon issuance, a certificate of all policies shall be delivered to ECC.

ARTICLE 11. Utilities

All costs of utilities for the Premises, except for telephone, cable and internet, shall be paid by ECC.

ARTICLE 12. Alterations

LIVEGIRL shall not make any alterations, additions, improvements or modifications to the Premises or erect any sign or marking on the exterior of the Premises, (other than interior decorations) without the prior written consent of ECC, which consent may be withheld in ECC's sole and absolute discretion.

ARTICLE 13. Prohibited Activities

During the Term, LIVEGIRL shall use reasonable efforts not to knowingly (a) commit or permit any waste, overloading, damage, private or public nuisance or unlawful or noxious activity to be conducted upon the Premises (b) permit the attachment of any lien on the Premises, (c) engage in or permit any illegal activities at the Premises, (d) store, use, handle, or dispose of hazardous

materials (as such materials may be defined from time to time under Connecticut and/or federal law), (e) use or allow the use or presence of alcohol or any controlled substance at the Premises, or (f) use the Premises in a manner which violates any of the provisions of this Agreement.

ARTICLE 14. Entry and Inspection

ECC and its representatives and agents shall be permitted to enter the Premises (i) in the event of an emergency and (ii) for the purposes of maintaining, repairing, improving, or inspecting the Premises and ascertaining LIVEGIRL's compliance with the provisions of this Agreement. Except in the event of an emergency, ECC agrees that it will use reasonable efforts to provide LIVEGIRL with at least forty-eight (48) hours' notice prior to entering the Premises.

ARTICLE 15. Personal Property

LIVEGIRL acknowledges and agrees that its use of the Premises and its placement or use of its personal property on the Premises shall be at New Haven Early Childhood Council's sole risk and expense. LIVEGIRL shall be permitted to secure the Premises by means of locks or other security devices provided by ECC. LIVEGIRL shall not be permitted either to (i) install any other locks or other security devices not provided by ECC or (ii) change the locks or other security devices on its Premises without the prior written consent of ECC. ECC shall provide LIVEGIRL with (i) keys to office space (the "Keys") and/or (ii) means of access ("Access Devices") to any other security devices securing the Premises. LIVEGIRL shall not be permitted to make copies of the Keys or Access Devices or to provide the Keys or Access Devices to any third parties without the prior written consent of ECC. LIVEGIRL acknowledges that ECC shall keep copies of the Keys and Access Devices, which may be used by ECC in the exercise of its rights hereunder.

LIVEGIRL shall, upon the expiration of this Agreement, remove its effects and peacefully yield up the Premises in the same condition as at commencement, reasonable wear and tear excepted. Prior to the expiration of this Agreement, LIVEGIRL, and upon the direction of the ECC shall, remove any personal property, trade fixtures or appliances installed by LIVEGIRL; provided any damage to the Premises from such removal shall be repaired by LIVEGIRL at New Haven Early Childhood Council's sole cost and expense. Any personal property, trade fixture or appliance not removed prior to the expiration of this Agreement shall be deemed abandoned and ECC may dispose of it as it deems fit.

ARTICLE 16. Indemnification

LIVEGIRL shall indemnify and hold (i) ECC and its officers, directors, employees, agents, contractors, attorneys and affiliates and (ii) any holders of mortgages on the Property harmless for, from and against any damage, claim, loss, liability, cost or expense (including reasonable attorney's fees and expenses) incurred on account of any breach by LIVEGIRL of any of its obligations hereunder, any negligence caused by any act or omission by LIVEGIRL or any of its officers, employees, agents, contractors or guests. The provisions of this Section 16 shall survive the termination of this Agreement. The indemnification provided hereunder shall terminate and

expire on the date that the statute of limitations has expired on any claim that is brought, or may be brought, by a third party claimant against ECC for the claims defined hereinabove.

ARTICLE 17. Surrender of Premises

At the expiration of the Term, LIVEGIRL shall vacate the Premises, surrender all keys to the Premises, remove all of its goods and effects, and yield up the Premises in broom-clean condition, subject to ECC's obligations to maintain the Premises as described herein. In the event LIVEGIRL shall fail to so vacate the Premises or any portion thereof.

ARTICLE 18. Default

If either LIVEGIRL or ECC fails to observe or perform any of the covenants, conditions or provisions of this Agreement where such failure shall continue for a period of thirty (30) days after notice thereof, the same shall constitute an event of default ("Event of Default") hereunder.

ARTICLE 19. Remedies in Event of Default

In the Event of Default, then ECC or LIVEGIRL may, at any time thereafter, by giving 30-day written notice terminate this Agreement, which termination shall not release ECC or LIVEGIRL from liability for its failure to perform any of the duties or obligations set forth in this Agreement and which were required to be performed prior to termination. If LIVEGIRL defaults in the performance of its obligations hereunder, ECC shall have the right to pursue all legal remedies available, whether at law or in equity, including without limitation, the right to reenter and take possession of the Premises. Upon such default by LIVEGIRL, upon notice from ECC, LIVEGIRL's rights to use and occupy the Premises shall terminate and LIVEGIRL shall immediately quit and surrender the Premises as provided for in this Agreement.

ARTICLE 20. No Assignment or Other Transfer

LIVEGIRL shall not assign this Agreement, in whole or in part, without the prior written consent of ECC.

ARTICLE 21. No Personal Liability of ECC

Notwithstanding anything to the contrary contained herein, there shall be no personal liability on the part of the commissioners, officers, directors, partners, agents, employees or affiliates of ECC with respect to any of the terms, covenants, conditions and provisions of this Agreement, and LIVE GIRL shall look solely to the interest of ECC, and its successor and assigns, in the Property, for the satisfaction of each and every remedy of LIVEGIRL in the event of default by ECC hereunder; such exculpation of personal liability is absolute and without any exception whatsoever.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

ARTICLE 22. General Provisions

A. Notices

All notices required or permitted hereunder shall be in writing and shall be deemed duly served if and when delivered in person or when received if delivered if mailed by registered or certified mail postage prepaid addressed or by recognized overnight courier service to the other parties at the addresses listed below, or such other addresses as may be designated by written notice delivered in accordance with this Section 21:

If **LIVEGIRL:**
237 Elm Street
New Caanan, CT
Attention: Sheri West, Founder, CEO & Chairwoman

If to ECC:
Housing Authority of City of New Haven
360 Orange Street
New Haven, Connecticut 06511
Attention: Karen DuBois-Walton, Ph.D., President

B. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one of the same instrument.

C. Modifications

This Agreement supersedes any prior oral or written agreement or understanding between the parties as to the matters set forth herein, and may not be amended except in writing executed by each of the parties hereto.

D. Successors and Assigns

This Agreement shall be binding upon, and shall inure to the benefit of, as the case may be, the parties hereto and their permitted successors and assigns.

E. Governing Law

This Agreement shall be governed by the laws of the State of Connecticut and the United States.

F. Severability

If any term or provision of this Agreement, or the application thereof to any person or circumstances, shall to any extent be held invalid or unenforceable, the remainder of this

Agreement, or the application of such terms to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law.

IN WITNESS, WHEREOF, the parties have caused this instrument to be executed as of the day and year first written above.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

By: _____
Karen Dubois-Walton, Ph.D.
President

Date: _____

LIVEGIRL

By: _____
Sheri West
Founder, CEO & Chairwoman

Date: _____

SCHEDULE A

LIVE GIRL SERVICES

LIVE GIRL shall render and provide the following services that include, but are not limited to:

1. Provide small group mentoring and access to positive role models through Confidence Clubs.
2. Deliver evidence-based programs that build self-esteem and social emotional intelligence, the building blocks of a confident leader.
3. Create positive social-emotional development and connectivity to their community through diverse friendships and role models.
4. Assist with recruit residents to participate
5. Provide data to support program evaluation and outcomes.

SCHEDULE B

ECC TASKS

ECC will:

1. Assist to recruit participants and register them in LIVEGIRL programs.
2. Work with residents to support program retention.
3. Will provide physical meeting space in Community Rooms throughout the portfolio.
4. Communicate frequently with LIVEGIRL staff and partners.

EXHIBIT A

Operating Hours

Various but will run in 8 week cohorts to take place once per week for 2-3 hours

EXHIBIT B

Rules and Regulations

MEMORANDUM

To: Board of Commissioners

Date: September 20, 2022

From: Karen DuBois-Walton Ph. D., President

Re: RESOLUTION AUTHORIZING A ONE YEAR CONTRACT WITH CAN I LIVE FOR THE RESIDENT OWNED BUSINESS INITIATIVE PROGRAM COMMENCING ON OCTOBER 1, 2022 AND ENDING ON OCTOBER 2, 2023 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$98,250.00

ACTION: Recommend that the Board of Commissioners adopt Resolution #09-52/22-R

TIMING: October 1, 2022

DISCUSSION: ECC/HANH released a Request for Proposals on December 20, 2021 with a return date no later than January 26, 2022 for Resident Owned Business (ROB) Support Services. ECC/ HANH received proposals from Vase Management, Shultz & Co, Roads Consulting, CMWP and Can I Live, Inc. The proposals were reviewed by the evaluation committee and it was determined that Can I Live submitted the most responsive and responsible bid. A negotiation session was held on June 8, 2022, with the best and final due on June 13, 2022.

It is the recommendation of ECC/ HANH that a contract is issued to Can I Live for One (1) year with One (1) one-year option to renew in the amount of \$98,250 for a total not to exceed amount of \$196,500.

ECC/HANH has an ongoing need for the provisions of technical support for the Resident Owned Business participants (ROBs). CAN I LIVE, Inc is a women/ minority own enterprise that has proven to provide these services with outcomes that match the goal of our program. Such services are currently being provided to the Department of Employment Services in DC.

In accordance with resolution 10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in

excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. ECC-HANH staff is recommending that the Board of Commissioners approve this resolution for technical services for ECC.

FISCAL IMPACT: \$196,500.00 Budgeted CED Funds FY 23, FY 24

STAFF: LaToya McCrea, Director of CED

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution #09-52/22-R

**RESOLUTION AUTHORIZING A ONE YEAR CONTRACT WITH CAN I LIVE
FOR THE RESIDENT OWNED BUSINESS SUPPORT SERVICES FOR A
TOTAL CONTRACT AMOUNT NOT TO EXCEED \$196,500.00**

WHEREAS, Elm City Communities/Housing Authority of the City of New Haven identified a need for technical services for the Resident Owned Business initiative program; and

WHEREAS, ECC/HANH releases a Request for Proposals on December 20, 2021 with a return date no later than January 26, 2022 for Resident Owned Business (ROB) Support Services. ECC/ HANH received proposals from Vase Management, Shultz & Co, Roads Consulting, CMWP and Can I Live, Inc. The proposals were reviewed by the evaluation committee and it was determined that Can I Live submitted the most responsive and responsible bid. A negotiation session was held on June 8, 2022, with the best and final due on June 13, 2022.

WHEREAS, ECC/HANH is recommending a contract to Can I Live for One (1) year with One (1) one-year option to renew in the amount of \$98,250 for a total not to exceed amount of \$196,500.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT authorize a One (1) year with One (1) one-year option to renew in the amount of \$98,250 for a total not to exceed amount of \$196,500 for a beginning on October 1, 2022 and ending October 2, 2023 for a total not to exceed contract amount of \$98,250.00. The President be and hereby is authorized, empowered and directed to act on behalf of ECC to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC-HANH, the agreement contemplated hereby.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton
Secretary/ President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner



Housing Authority of New Haven

CED-21-RFP-537
Request for Proposals

Resident Owned Business Support Services

Issue Date: December 20, 2021

Karen DuBois-Walton
President



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Part I. Solicitation Information

A. Description of Services

The Housing Authority of the City of New Haven d/b/a Elm City Communities (HANH/ECC) is seeking the services of an experienced firm to deliver Section 3 Resident Owned Business Support Services.

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
RFP Issued	December 20, 2021 at 3:00PM
Pre-Proposal Conference	January 4, 2022 at 2:00PM
Questions Due	January 6, 2022 at 12:00PM
Proposals Submittal Deadline	January 18, 2022 at 3:00PM

A Pre-Proposal Conference is scheduled for January 4, 2022 at 2:00 p.m. ONLY via conference call. Conference call link is attached as a separate document. Attendance is not mandatory but is recommended.

All questions concerning this RFP must be submitted in writing no later than January 6, 2022 at 12:00 p.m. EST using the Elm City Communities Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>. To submit questions, you must register as an Interested Respondent.

Once the question period has ended, all responses to questions will be posted as an addendum and posted on Elm City Communities Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>. All Addenda’s must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.



C. Preparation of Submission:

Respondent must submit ONE complete file and must be uploaded via the Elm City Communities Collaboration Portal website due to COVID-19: <https://newhavenhousing.cobblestonesystems.com/gateway>.

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled “LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS”.

Persons wishing to receive copies via overnight delivery are responsible for making all arrangements and paying related costs. All cost related to the preparation of this RFP and any related activities are the responsibility of the Offeror. ECC/HANH does not assume any liability for any cost incurred by the Offeror throughout the entire selection process.

All proposals submitted must conform to the requirements specified in the Instructions to Offerors, General Contract Conditions, and any/all other requirements contained herein, all of which form a part of the Request for Proposals by reference.

ECC/HANH reserves the right to postpone or cancel this RFP, to reject, in whole or in part, any and all proposals, to re-advertise for new proposals, and/or to not award any agreement pursuant to the RFP requirements if ECC/HANH deems it's in their best interest to do so. ECC/HANH further reserves the right to waive any minor informality, or the failure of any bidder to comply there with, if it is in the public interest to do so.

ECC/HANH will reject the proposal of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any who has previously failed to perform any contract properly for ECC/HANH, or any instrumentality thereof.

Part II. Bid Protest

Disagreements over the award of a HANH contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that HANH did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) HANH, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. Designation of Protest Officials. The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. Appeal of Initial Bid Protest Decision. If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. Requirements for Written Protests. Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer
360 Orange Street
3rd Floor
New Haven, CT 06511

The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;
- d. Supporting evidence or documents to substantiate any arguments; and

e. The form of relief requested (e.g., reconsideration of their offer).

4. **Submission Time Period.** Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. **Time Period for Formal Protest Hearing.** The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. **Remedial Action.** If a protest is decided in favor of the protestor, HANH may consider, inter alia, the following remedies:

If the contract has not been awarded, the HANH may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. **Emergencies or Unusual and Compelling Circumstances.** HANH may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services. However, if the HANH determines, based on compelling circumstances such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of HANH, then HANH may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. **Denials.** HANH shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. **Appeal Procedures.** As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:

1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.



10. **Documentation.** The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by HANH to make its decisions that was protested by the protestor.

11. **Informal Resolution Processes.** Protestor may request an informal review of their protest either in writing or by phone.

EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms, complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with HANH's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext. 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. HANH is an equal opportunity housing agency.
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

Karen DuBois-Walton, Ph.D.

By:
Karen DuBois-Walton, Ph.D.
President

Date: **12/13/2021**

Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Offerors in correctly preparing and submitting a responsive RFP HANH in accordance with the requirements of the above RFP. The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your proposal. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

INDEX OF SUBMITTAL DOCUMENTS				
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIRED	FOR YOUR REVIEW
ALL PROJECTS				
Letter of Interest	X	X		
Executive Summary	X			
Team Experience and Qualifications	X			
Offeror’s Approach	X			
Project Schedule / Availability	X			
Staffing & Qualifications	X			
Sample of Relevant Material	X			
Required Acknowledgements and Certifications as listed below:				
<i>Cover Sheet (Attached)</i>	X			
<i>Bid Sheet (Attached)</i>	X	X		
<i>HUD-5369-C- Certifications and Representation of Offerors</i>	X	X		
<i>HUD-5369-B Instruction to Offerors</i>				X
<i>Reference and Past Performance Form</i>	X			
<i>Acknowledgement of Addenda Form</i>	X	X		
<i>Section 3 Contractor Guide 2021</i>				X
<i>Contractor Highlight Section 3</i>				X
<i>Federal Executive Order 11246</i>				X
<i>HANH/ECC Section 3 Clause</i>				X
<i>HANH/ECC Bid Conditions for Equal Opportunity in Employment</i>				X
<i>General Conditions for Non- Construction- HUD 5370-C</i>				X
<i>HUD Form 50071- Certification of Payments to Influence Federal Transactions</i>	X	X		
<i>Non-Collusive Affidavit</i>	X	X	X	
<i>HANH/ECC’s Insurance Requirements</i>				X

Part IV. Scope of Services

Background Information

The Housing Authority of the City of New Haven d/b/a Elm City Communities (HANH/ECC) is seeking the engagement of a qualified and experience agency to develop training and certification in Resident-Owned Section 3 Business Entrepreneurship for approximately 20 ECC's Public Housing and Section 8 Residents. The services provided shall cover both construction and non-construction Section 3 Resident Owed Business. The training strategies shall include but not limited to outreach, assessment and evaluation, credit counseling, financial literacy, entrepreneurship and specialized training, technical assistance as well as ongoing support and business coaching. The selected consultant will be required to bring all materials and/or tools needed to provide training also all logistical needs. ECC is open to having a portion of the sessions held virtually.

Overview

The proposed services shall provide ECC's Residents who are interested in starting a business or strengthening an existing business, with the following:

General Requirements

A. Intake and Assessment

Participants must complete an application form, provide necessary documentation of eligibility, and go through an assessment process that has been approved by ECC. The intake and assessment process are the first level of screening for the program. The assessment form and interview are designed to further assess entrepreneurial readiness and capability. The goal is to provide some level of service to every person completing the intake process.

B. Credit Counseling

At this session, credit reports will be evaluated, and an action plan will be developed to establish, repair, or otherwise improve the participant's credit. The participant's progress in carrying out their Credit Action Plans is monitored throughout the program.

C. Personal Effectiveness Training

Personal Effectiveness training will consist of addressing issues that impact the participants ability to function effectively in the business environment. The curriculum should include topics such as:

- Self-esteem and Confidence Building
- Goal Setting
- Time Management
- Business Etiquette

- Professional Image
- Customer Service

D. Financial Education

Financial Education Training will be required of all program participants. The training shall consist of the Money Smart Curriculum developed by the FDIC as the foundation, with added necessary modules to make training more relevant and effective. The curriculum shall include the following general topics:

- Attitudes about money
- Budgeting and savings
- Basic investment principles
- Basic banking
- Credit reporting
- Credit repair
- Consumer rights
- Debt management
- Personal taxes
- Risk management

As part of this training, participants are expected to prepare a personal budget including, if necessary, a debt repayment schedule. Technical assistance is provided to participants if necessary.

E. Entrepreneurship Training

This course introduces participants to the marketing, financial and operational concepts that form the foundation of sound business practices. The curriculum includes the following topics but not limited to:

- Understanding the importance of planning
- Adopting principles of success
- Delivering products and services that focus on and add customer value
- Researching the industry, competition, and customers
- Identifying target markets
- Developing price structures
- Positioning in the market
- Developing a market strategy
- Differentiating between fixed and variable costs
- Performing breakeven analysis
- Preparing cash flow projections
- Developing startup capital requirements
- Legal structure of the business



- Creating a business entity
- Getting permits and licenses
- Understanding business tax and payment protocols
- Determining basic operational issues
- Understanding employer responsibilities
- Minority/ Women Business Enterprise Certification if Applicable
- Completing a business plan

During the course, participants test their business ideas for feasibility and are assisted in the completion of a business plan including an excel template assisting participants with the completion of their cash flow projections.

F. Specialized Training

- QuickBooks Accounting Software
- QuickBooks for Contractors Accounting Software Training
- Computer Training (Basic and Advanced)
- Understanding Employment Taxes
- Project Management
- Estimating
- Proposal Preparation
- The Basics of the Food Service Industry
- Child Care Provider Certification
- Strategic Planning

G. One-on-One Counseling

Provide one-on-one counseling to all participants. Counseling sessions should meet the specific needs of participant:

- Personal Finance
- Business Plan assistance
- Cash Flow Projection preparation assistance
- Assistance with certifications and filings with the Secretary of State
- Acquisitions of tax ID Numbers
- Designing a record keeping systems
- Post startup bookkeeping and accounting assistance
- Loan packaging including securing a Resident Own Business loan through ECC

H. Training Delivery

Training services can encompass a variety of training formats and deliverables as described below.

1. Classroom Instructor – led training allowing for instructors and participants to interact and discuss the training material, either individually or in a group.
2. Blending learning (if applicable) – Combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach.

I. Curriculum

1. Successful proposer(s) shall tailor the course content to the appropriate audience and must contain business development topics designed to enhance the skills and abilities of the Section 3 Business.
2. Successful proposer(s) must identify expected outcomes of the class, which will enable the participant to utilize hi/her learning in a business environment.
3. Successful proposer(s) must have their own training content, provide trainers who are certified to train on content, and /or be willing to create content based on the needs of the organization without charging fees for curriculum design.
4. In addition, provide a sample course schedule.

J. Class scheduling Process:

1. Successful proposer(s) must be available to schedule training classes, in coordination with ECC, during regular business hours.
2. Successful proposer(s) should be open to the possibility of offering an evening session to accommodate participants that are not available during the day.

K. Class Materials

Successful proposer(s) shall provide materials for courses. This includes preparing all participants materials (guide, handouts, exercises, books, etc.) that:

1. Provide key content related to the course topics that are current, relevant, and geared towards business development.
2. If applicable, include a resource page where participants can obtain additional information on the topic (websites, books, professional associations, blogs, etc.)
3. Make sure no copy right permissions are violated.
4. Make use of appropriate audio/visual equipment.

L. Trainers/Instructors

1. Trainers provided and assigned shall be high quality instructors on a consistent basis to deliver customized training as needed by ECC.
2. All instructors shall maintain and update each training syllabus, introduce, and follow objectives for each class, complete training as described and utilize training aids
3. Trainers should have knowledge of and experience with audio/visual equipment and technology
4. Instructor shall demonstrate active listening and facilitation skills, communicate effectively both orally and in writing and speak effectively before large groups and small groups.
5. Trainers should perform the role of facilitator, and effectively utilize group dynamic skill and techniques.

Cost Proposal

The cost must be presented for the services necessary to accomplish the stated scope of service. No minimum or maximum service usage by ECC is guaranteed or implied.

The proposed cost shall be fully loaded and include all fees including, but not limited to, indirect labor cost, overhead, profit, materials, scheduling, books, feedback surveys, curriculum design, trainers/instructors, travel, etc.

On a monthly basis, the consultant shall provide ECC/HANH with a monthly performance report detailing the activities and participants in the Section 3 Resident Owned Business Program.

Contract Terms

This contract is for one (1) year with an option to renew for an additional two (2) one-year contracts at the discretion of the President of ECC/HANH and the Contractor.

Elm City Communities reserves the right to enter into a contract with the contractor between The Housing Authority City of New Haven or directly with one of the other entities.

Elm City Communities reserves the right to award the contact to one or more contractors in the best interest of ECC.

Part V. Submission Requirements

a. Proposal Preparation and Submission

Offerors' proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of Sections B through L below in appropriate detail. Other preparation and submission requirements may be required by documents contained within Part IV (Scope of Services). It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.

b. Letter of Interest

At the beginning of each proposal, the Offeror must provide a letter of interest listing the Offeror's members and identifying the primary contact person. The letter must be signed by an authorized principal of the Offeror's firm and include a statement that the proposal will remain valid for not less than one hundred twenty (120) days from the due date

c. Executive Summary

Provide a brief description of no more than two (2) type-written double-spaced pages demonstrating your organization's understanding of the services required by this RFP and how your organization's technical expertise, experience; Public Housing and/or affordable housing, financial resources, proven past performance, and proven managerial processes are consistent with and capable of supporting the specified requirements contained herein.

d. Team Experience and Qualifications

- a. Name of Offeror and proposed role.
- b. Main address, telephone/fax numbers and email address of Offeror's place of employment.
- c. Address and telephone number of the office from which services will be provided to the Agency (if different from above).
- d. Contact person, title, telephone/fax numbers and email address.
- e. Description of the size, number of employees and the current workload of the Offeror.
- f. Identify the individual who will serve as Project Manager for the Offeror and who will direct and coordinate the effort to completion.

e. Offeror's Approach to Providing Required Services

Provide a brief description of no more than four (4) type written doubled space pages describing your organization's understanding of each of the separate tasks required under Part IV. (Scope of Services) and the methodology that will be utilized to provide all required services.



f. Project Schedule/ Ability to Perform in a Timely Manner

Describe your organization’s ability to perform all required services in a timely manner. Include all proposed processes and timeframes for completion of same.

g. Staffing and Qualifications/ List of Key Personnel

Provide a listing of all key personnel that will be responsible for demonstrating their relevant experience necessary to perform the required services contained herein along with copies of current resumes applicable to each. The Contractor must provide HANH with the qualification of prospective site staff and have at a minimum, five years training and consulting experience.

h. Sample of Relevant Material

Submit samples of any/all charts, documents, forms, etc. that your organization will utilize to perform the required services contained herein.

i. Relevant and Past Experience

Offeror(s) must complete the HANH Reference and Past Performance Form

j. Employment and Contracting Action Plan

Offeror(s) should review HANH’s Bid Conditions for Equal Opportunity in Employment, Section 3 Clause (Qualification Information), Federal Executive Order 11246 Compliance Requirements, and Clauses 16 (Equal Employment Opportunity) and 21 (Training and Employment Opportunities for Residents in the Project Area) of HUD Form HUD-5370-C (General Conditions for Non-Construction Contracts)

k. Required Certifications

All certifications and other required documents shown on the “Index of Submittal Documents Required for RFPs” must be prepared and submitted with Offeror’s proposal for the proposal to be considered responsive to the HANH Request for Proposals (RFP)/Solicitation requirements. The minimum amount of time that Offeror’s proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the proposal submittal date.

l. Mandatory Clauses

HUD FORM HUD-5370-C (General Conditions for Non-Construction Contracts) and HANH’s Supplemental Conditions to HUD Form HUD-5370-C include all clauses mandated by 24 CFR 85.36.

Part VI. Evaluation Criteria and Selection Procedures

1. Proposal Evaluation/Contract Award

Evaluation of the responses to this RFP may be evaluated using a two-step process. Step 1 may be used to determine which Offerors proposals are acceptable or potentially within the acceptable range. During Step 1, a committee will be appointed to evaluate technical proposals in accordance with the evaluation criteria stated in the RFP. The technical evaluation panel or committee performs the review of all technical proposals using the RFP's evaluation criteria.

For the purpose of conducting negotiations, proposals will be initially classified as acceptable, potentially acceptable, or unacceptable. The competitive range decision will consider the evaluation of both technical and cost/price proposals. Proposals determined by the Contracting Officer to be acceptable or potentially acceptable and that have a reasonable chance of award shall be included in the competitive range.

As part of the evaluation process, proposals classified as acceptable and potentially acceptable will be requested to present its proposal and demonstrate the system before the evaluation committee. Any information gained during the presentation(s) may be used in the evaluation of the proposal. Failure to honor this request will be grounds for rejection of the respondent's proposal with no further consideration given.

2. Evaluation Criteria

The evaluation criteria to which each Offeror's submitted proposal will be reviewed, ranked, and scored is as follows. Each proposal has a maximum total possible score of 100 points.

1. Qualifications and previous related work of key project personnel, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues. **(maximum of 20 points)**
2. Experience and previous related work of organization, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues. **(maximum of 15 points)**
3. Understanding of entrepreneurship/small business development and local issues and needs, particularly expressed in project approach. **(maximum of 15 points)**
4. Experience in developing comprehensive entrepreneurship/small business development programming for mixed ages, incomes, capacity, and learning styles **(maximum of 10 points)**
5. Sample materials and qualifications package submitted **(maximum of 10 points)**
6. Responsiveness to submission requirements. **(maximum 10 points)**
7. For Section 3/MBE/WBE plan compliance **(maximum 10 points)**

8. Compensation structure preference given to the most cost-efficient proposal (**maximum 10 points**)

Proposals will be reviewed by an Evaluation Committee and in accordance with ECC/HANH's Procurement Procedures.

For the purpose of conducting negotiations, proposals will be initially classed as:

- Acceptable (within range of 70-100 points),
- Potentially acceptable (within range of 60-69 points) or
- Unacceptable (within range of 0-59 points).

Proposals determined by ECC/HANH's Contracting Officer to be either acceptable or potentially acceptable and that have a reasonable chance of resulting in a contract award considering their technical evaluation results and their proposed costs will be included in the competitive range. Proposals deemed acceptable or potentially acceptable will be invited for an interview.

Once ECC/HANH has completed the review process, ECC/HANH will enter negotiations with the highest ranked firm selected by the evaluation criteria, with the intention of reaching a best and final offer on a fair and reasonable rate schedule for professional services. If an agreement cannot be reached, ECC/HANH will terminate negotiations with that firm and will proceed to the next-highest ranked firm until rates determined to be fair and reasonable to both parties are obtained. Please note that if negotiations are terminated with a firm, ECC/HANH may not go back to that firm for any additional negotiations – even if the next lower ranked respondent is higher in price.

ECC/HANH will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to ECC/HANH, cost or price and other factors, specified elsewhere in this solicitation, considered.

ECC/HANH may

1. Reject any or all offers if such actions are in ECC/HANH's interest,
2. Accept other than the lowest offer,
3. Waive informalities and minor irregularities in offers received, and
4. Award more than one contract for all or part of the requirements stated.

If this solicitation is a request for proposals (RFP), ECC/HANH may award a contract based on initial offers received, without discussion. There, each initial offer should contain the offerors best terms from a cost or price and technical standpoint.

All Offeror(s) must disclose any conflicts of interest, e.g., family member on HANH staff or a resident of public housing or Section 8 (Housing Choice Voucher) in the City of New Haven.



Housing Authority of New Haven

Request for Proposal

CED-21-RFP-537

Resident Owned Business Support Services

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person Name: _____

Email Address: _____

Date Submitted: _____

**Karen DuBois-Walton
President**

Bid Sheet

Service Requested	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	4	\$	\$
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	Cost Per Resident - 6 Resident Max	\$	\$
	Estimated # of Hours	Cost per Hour	
One on One Counseling	240	\$	\$
		Total Estimated 1 Year Cost	\$

Service Requested	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	4	\$	\$
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	Cost Per Resident - 6 Resident Max	\$	\$
	Estimated # of Hours	Cost per Hour	
One on One Counseling	240	\$	\$
		Total Estimated 2nd Year Cost (Optional)	\$

Bid Sheet

Service Requested	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	4	\$	\$
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	Cost Per Resident - 6 Resident Max	\$	\$
	Estimated # of Hours	Cost per Hour	
One on One Counseling	240	\$	\$
	Total Estimated 3rd Year Cost (Optional)		\$

ADDENDUM #2

Date: January 19, 2022

Solicitation#: CED-21-RFP-537

Description: Resident Owned Business Support Services

Prospective respondents, and all those concerned, are hereby informed that the following changes to the above solicitation are made a part of the bid documents. Please note that the ACKNOWLEDGEMENT OF ADDENDA FORM can be found on Elm City Communities Collaboration Portal under the Document Library. This form must be completed and returned as a part of the response to this solicitation. **Failure to complete and submit the ACKNOWLEDGEMENT OF ADDENDA FORM will deem this response as non-responsive.**

****Due date for the submission of proposals has been extended until January 26, 2022 at 3:00 PM, EST.**

Q1. Is it okay to submit how we run our incubator, or do you want us to submit using the format ECC provided?

A1. As long as it covers the content of the Scope of Work

Q2. Our program is 100% online. Is faced to face a requirement?

A2. While virtual programming can be implemented, there needs to be a face-to-face interface component built into the program as well.

Q3. Do you have an idea of how many residents are interested in this program?

A3. The number varies. A cohort doesn't typically exceed 20 participants.

Q4. Is there a Section 3 pipeline that ECC has for Section 3 business? For example, help business connect with contractors for bigger projects, etc.

A4. The contractor would be able to interface with the Procurement Department to discuss Section 3 opportunities for resident participants.

Q5. How do you provide payment? Is it based on students enrolled or is it based on students who complete the program?

A5. All payments to be made by Authority to Contractor hereunder shall be calculated and made on a per student basis. To receive payment, each student must be enrolled in the program and attend, either physically or virtually, at least fifty percent (50%) of all available programming each month.

Each month, Contractor shall submit with Contractor's invoice(s) for payment hereunder, for the particular invoice period, (a) the registration, attendance records (including, but not limited to sign-in sheets) for the particular invoice period, and (b) a summary report highlighting the services that were provided.



Q6. Is it your expectation that when a student withdraws from the program, the funds that's allocated to the student are forfeited or will the vendor still get paid?

A6. Funds are not allocated to a student. Each contract is built to support the varying needs Elm City Communities.

Q7. This contract is good for one year, correct?

A7. This contract is for one (1) year with an option to renew for an additional two (2) one-year contracts at the discretion of the President of ECC/HANH and the Contractor.

Q8. Are we allowed to conduct outreach to the residents such as distribute flyers around the sites?

A8. It is expected that the contractor conduct outreach.

Q9. Is it your expectation that ECC will have a cohort all by themselves or can these students be in class with other housing authorities across the U.S.?

A9. Given that the Resident Owned Business program is unique and not typical to other Section 3 programs with other Housing Authorities, the cohort should be exclusive to ECC/HANH residents.

Q10. Is ECC moving to work?

A10. Yes

Q11. Do you have an anticipated start date?

A11. The Notice of Award will be issued shortly after Board approval, which may be held in February or March. The Notice to Proceed will be issued once the contractor has provided the required documentation.

Q12. Can you provide previous lessons that you know have worked in the past?

A12. No, as the previous lessons belong to previous contractors and are proprietary.

Q13. Will HANH have a computer lab that can hold 20 students?

A13. We have multiple labs that can each accommodate 8-10 on desktop computers.

Q14. Will students have full computer access and WI-FI as opposed to smartphones?

A14. Students attending programming on site would have desktop access and Wi-Fi.

Q15. Is the offeror responsible for providing training on all specialized training modules or a selected number?

A15. We are open to exploring a varied approach to curriculum and training delivery.

Q16. Are offerors required to have HUD certifications? If so, which certifications?

A16. Please refer to page 8 in the solicitation for all HUD related documents.



ADDENDUM #1

Date: January 12, 2022

Solicitation#: CED-21-RFP-537

Description: Resident Owned Business Support Services

Prospective respondents, and all those concerned, are hereby informed that the following changes to the above solicitation are made a part of the bid documents. Please note that the ACKNOWLEDGEMENT OF ADDENDA FORM can be found on Elm City Communities Collaboration Portal under the Document Library. This form must be completed and returned as a part of the response to this solicitation. **Failure to complete and submit the ACKNOWLEDGEMENT OF ADDENDA FORM will deem this response as non-responsive.**

****Due date for the submission of questions has been extended until January 14, 2022 at 12:00 PM, EST.**

****Due date for the submission of proposals has been extended until January 25, 2022 at 3:00 PM, EST.**



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Mayor Muriel Bowser

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CAN I LIVE, INC - Initial

File Number: N00006051486

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Entity Info

Business Name

CAN I LIVE, INC

Suffix

Registration / Effective Date

8/07/2018

Commencement Date

8/07/2018

Entity Status

Active

Foreign Name

Date of Organization

State

Country

Business Address

Line1

1600 Maryland Avenue Northeast

Line2

227

City	State	Zip
Washington	District of Columbia	20002

Agent

Is non-commercial Registered Agent?

Yes

Name

Racquel Williams-Jones

Address

Line1

1600 Maryland Ave, NE

Line2

#227

City	State	Zip
Washington	District of Columbia	20002

Email

rwjones@canilive.org

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Revised Final Bid Sheet

Service Requested			
	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	3	\$ 5,000.00	\$ 15,000.00
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	15 Residents	\$ 5,250.00	\$ 78,750.00
	Estimated # of Hours	Cost per Hour	
One on One Counseling	30	\$ 150.00	\$ 4,500.00
		Total Estimated 1 Year Cost	\$ 98,250.00

Service Requested			
	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	3	\$ 5,000.00	\$ 15,000.00
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	15 Residents	\$ 5,250.00	\$ 78,750.00
	Estimated # of Hours	Cost per Hour	
One on One Counseling	30	\$ 150.00	\$ 4,500.00
		Total Estimated 2nd Year Cost (Optional)	\$ 98,250.00

Revised Final Bid Sheet

Service Requested			
	# of Outreach Sessions	Cost per Session	Estimated Cost
Outreach	3	\$ 5,000.00	\$ 15,000.00
Cost per Resident 2 - 4hr Sessions per week for a total of 12 weeks	15 Residents	\$ 5,250.00	\$ 78,750.00
	Estimated # of Hours	Cost per Hour	
One on One Counseling	30	\$ 150.00	\$ 4,500.00
		Total Estimated 3rd Year Cost (Optional)	\$ 98,250.00

		Vendors					
CRITERIA	General Background Information RFP	Can I Live	Vase Management	CMWP Foundation	Roads Consultings	Shultz & Co.	Comments
Qualifications and previous related work of key project personnel, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues (Max 20pts)	16-20 pts. Offeror has included resume's of all personnel assigned to this project. Resume outlines extensive experience and knowledge in advising and providing services of the type and size as described by the RFP.						
	6-15 pts Offerers included resume's of all personnel assigned to this project. Resume outlines limited experience and knowledge in advising and providing services of the type and size as described by the RFP . limited narrative to identify specific experience not reflected on resumes						
	0-5 pts No resumes submitted, but limited narrative provided						
		15	15	8	10	11	
Experience and previous related work of organization, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues (Max 15 pts)	11 - 15 pts. Offer's previous or current experience related to Scope of Work shows that they have <u>more than 10 + years</u> experience with successfully providing Entrepreneurship/Small Business Development Programs of the type & size listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract. In addition, a narrative has been used to identify specific qualifications/experiences that are not reflected on the resume.						
	6 - 10--pts. Offer's previous or current experience related to Scope of Work shows that they have <u>more than 5 years</u> experience with successfully providing Entrepreneurship/ Small Business Development listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract. Limited narrative to identify specific experience not reflected on resumes						
	0 - 5 pts. Offer's previous or current experience related to Scope of Work shows that <u>they have less than 5 years</u> experience with successfully providing Entrepreneurship/ Small Business Development Programs of the type & size listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract.						
		10	11	6	7	8	
Understanding of Entrepreneurship/Small Business Development Goals, and local issues and needs, particularly expressed in Project Approach (Max 15pts)	11 - 15 pts. Respondent demonstrated through the detailed approach contained in the proposal that proved the respondent has an excellent understanding of entrepreneurship/ small business development goals and local issues and needs.						
	1-10 pts .Respondent provides approach that proved the respondent has an limited understanding of entrepreneurship/ small business development goals and local issues and needs.						
	0 pts . Did not provide approach that proved the respondent has an understanding of entrepreneurship/ small business development goals and local issues and needs.						
		11	11	9	10	9	
Experience in developing comprehensive Entrepreneurship/Small Business Development programming for mixed ages, incomes, capacity and learning styles	15 pts. Describe the proposed personnel's relevant experience over the last five years with preparing and implementing Entrepreneurship/Small Business Development programs.						
	5 - 10 pts. Describe the proposed personnel's relevant experience over the last 3-4 year with preparing and implementing Entrepreneurship/Small Business Development programs.						
	0-5 pts. Describe the proposed personnel's relevant experience over the last 1-2year with preparing and implementing Entrepreneurship/Small Business Developments of similar size and scope to the set forth in this RFP.						
		11	12	8	8	8	
Sample materials and qualifications package submitted (Max 10 pts)	10 pts submittal samples of any/all documents and forms that that will be utilized to perform the required scope of work.						
	5 pts Submitted limited sample documents and/ or a narrative of what documents, forms, etc that the organization will utilize to perform the required services contained in the RFP.						
	0-pts did not submit samples of any/all documents, forms, etc. that organization will utilize to perform the required services contained in the RFP						
		10	8	7	8	6	
Responsiveness to submission requirements	6-10 pts. Offerors's proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of the Scope of Services and qualifications as set forth in the RFP. It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.						
	0 - 5 pts Offerors's proposals was not prepared and submitted in such a manner that they address, at a minimum, the requirements of the Scope of Service and minimum qualifications as set forth in the RFP. It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.						
		9	9	7	7	8	
	6 - 10 pts. Offeror's is Section 3, WBE or MBE owned; or has submitted a plan for section 3 hiring goals and sub-contracting that meets HANH's goals.						

		Vendors					
CRITERIA	General Background Information RFP	Can I Live	Vase Management	CMWP Foundation	Roads Consultings	Shultz & Co.	Comments
For Section 3/MBE/WBE plan compliance	0-5 pts Did not demonstrate agency's is Section 3, WBE or MBE owned: or has not submitted a plan for section 3 hiring goals and sub-contracting that meets HANH's goals.						
		10	10	10	10	10	
Compensation structure preference given to the most cost-efficient proposal (maximum of 10 points)	10 pts. Compensation structure covers all aspects of the requested bid and is most cost-efficient.						
	1 to 9 pts. Scored in order of cost effectiveness						
	0 pts. Compensation structure does not cover all aspects of the requested bid.						
Total		5	10	10	10	8	
AVERAGE SCORE		80	87	65	71	68	

Signature of Score taker: _____

Date: _____

		Vendors					
CRITERIA	General Background Information RFP	Can I Live	Vase Management	CMWP Foundation	Roads Consultings	Shultz & Co.	Comments
Qualifications and previous related work of key project personnel, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues (Max 20pts)	16-20 pts. Offeror has included resume's of all personnel assigned to this project. Resume outlines extensive experience and knowledge in advising and providing services of the type and size as described by the RFP.						
	6-15 pts Offerers included resume's of all personnel assigned to this project. Resume outlines limited experience and knowledge in advising and providing services of the type and size as described by the RFP . limited narrative to identify specific experience not reflected on resumes						
	0-5 pts No resumes submitted, but limited narrative provided						
		19	14	15	9	13	
Experience and previous related work of organization, particularly with regard to working within the HANH community, or other municipality of similar size, government structure, complexity and issues (Max 15 pts)	11 - 15 pts. Offer's previous or current experience related to Scope of Work shows that they have <u>more than 10 + years</u> experience with successfully providing Entrepreneurship/Small Business Development Programs of the type & size listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract. In addition, a narrative has been used to identify specific qualifications/experiences that are not reflected on the resume.						
	6 - 10-pts. Offer's previous or current experience related to Scope of Work shows that they have <u>more than 5 years</u> experience with successfully providing Entrepreneurship/ Small Business Development listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract. Limited narrative to identify specific experience not reflected on resumes						
	0 - 5 pts. Offer's previous or current experience related to Scope of Work shows that <u>they have less than 5 years</u> experience with successfully providing Entrepreneurship/ Small Business Development Programs of the type & size listed in the RFP with local support services necessary for completing and servicing this project through the term of the contract.						
		12	11	9	9	8	
Understanding of Entrepreneurship/Small Business Development Goals, and local issues and needs, particularly expressed in Project Approach (Max 15pts)	11 - 15 pts. Respondent demonstrated through the detailed approach contained in the proposal that proved the respondent has an excellent understanding of entrepreneurship/ small business development goals and local issues and needs.						
	1-10 pts .Respondent provides approach that proved the respondent has an limited understanding of entrepreneurship/ small business development goals and local issues and needs.						
	0 pts . Did not provide approach that proved the respondent has an understanding of entrepreneurship/ small business development goals and local issues and needs.						
		14	11	10	10	11	
Experience in developing comprehensive Entrepreneurship/Small Business Development programming for mixed ages, incomes, capacity and learning styles	15 pts. Describe the proposed personnel's relevant experience over the last five years with preparing and implementing Entrepreneurship/Small Business Development programs.						
	5 - 10 pts. Describe the proposed personnel's relevant experience over the last 3-4 year with preparing and implementing Entrepreneurship/Small Business Development programs.						
	0-5 pts. Describe the proposed personnel's relevant experience over the last 1-2year with preparing and implementing Entrepreneurship/Small Business Developments of similar size and scope to the set forth in this RFP.						
		14	11	10	11	8	
Sample materials and qualifications package submitted (Max 10 pts)	10 pts submitted samples of any/all documents and forms that that will be utilized to perform the required scope of work.						
	5 pts Submitted limited sample documents and/ or a narrative of what documents, forms, etc that the organization will utilize to perform the required services contained in the RFP.						
	0-pts did not submit samples of any/all documents, forms, etc. that organization will utilize to perform the required services contained in the RFP						
		10	5	7	5	3	
Responsiveness to submission requirements	6-10 pts. Offeror's proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of the Scope of Services and qualifications as set forth in the RFP. It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.						
	0 - 5 pts Offeror's proposals was not prepared and submitted in such a manner that they address, at a minimum, the requirements of the Scope of Service and minium qualifications as set forth in the RFP. It is the Offeror's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.						
		9	7	8	6	7	
For Section 3/MBE/WBE plan compliance	6 - 10 pts. Offeror's is Section 3, WBE or MBE owned: or has submitted a plan for section 3 hiring goals and sub-contracting that meets HANH's goals.						
	0-5 pts Did not demonstrate agency's is Section 3, WBE or MBE owned: or has not submitted a plan for section 3 hiring goals and sub-contracting that meets HANH's goals.						
		10	10	10	10	10	

CRITERIA	General Background Information RFP	Vendors					Comments
		Can I Live	Vase Management	CMWP Foundation	Roads Consultings	Shultz & Co.	
Compensation structure preference given to the most cost-efficient proposal (maximum of 10 points)	10 pts. Compensation structure covers all aspects of the requested bid and is most cost-efficient.						
	1 to 9 pts. Scored in order of cost effectiveness						
	0 pts. Compensation structure does not cover all aspects of the requested bid.						
Total		5	10	10	10	8	
AVERAGE SCORE		93	78	78	70	69	

Signature of Score taker: _____

Date: _____

MEMORANDUM

TO: Board of Commissioners
DATE: September 20, 2022
FROM: Karen DuBois-Walton, Ph.D., President
RE: Resolution authorizing the revision of the ECC/HANH Family Self-Sufficiency Action Plan

ACTION: Recommend that the Board of Commissioners adopt Resolution #09-53/22-R

TIMING: Immediately

DISCUSSION: The Family Self-Sufficiency (FSS) action plan is required by HUD. The purpose of the FSS action plan is to establish policies for conducting the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan and is available for public review as required by 24 CFR Part 903.

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of Section 8 and public housing assistance programs with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

In addition to this broader national goal of the FSS program, the PHA also establishes a local goal consistent with the PHA's mission statement to serve as a guide for establishing policy and implementing the FSS program.

The **ECC/HANH** local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative existing community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

FISCAL IMPACT: None

STAFF: LaToya Mills, Director of CED

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

RESOLUTION # 09-53/22-R

Resolution authorizing the revision of the ECC/HANH Family Self-Sufficiency Action Plan

WHEREAS, The purpose of the FSS action plan is to establish policies for conducting the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan and is available for public review as required by 24 CFR Part 903; and

WHEREAS, The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of Section 8 and public housing assistance programs with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN and the President be and hereby is authorized, empowered and directed to act on behalf of ECC/HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC/HANH, the agreement contemplated and hereby to take all necessary actions to revise the ECC/HANH FSS Action Plan.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton
Secretary/ President

Date

REVIEWED:
MCCARTER AND ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Partner

**NOTICE OF PUBLIC HEARING FOR
THE ELM CITY COMMUNITIES/HOUSING AUTHORITY OF NEWHAVEN
(ECC/HANH)
PROPOSED AMENDMENT TO THE FAMILY SELF SUFFICIENCY (FSS) ACTION
PLAN**

Elm City Communities, the Housing Authority of the City of New Haven (ECC/HANH) is proposing to amend the Family Self Sufficiency (FSS) Action Plan. This plan governs all activities for the Family Self-Sufficiency Program.

The forty-five (45) days comment period begins on August 1, 2022 and ends on August 30, 2022.

Copies of the amendment to the FSS Action Plan will be made available on Monday, August 1, 2022 on the agency website www.elmcitycommunities.org or via Twitter, www.twitter.com/ECCommunities or via Facebook www.facebook.com/ElmCityCommunities

You are invited to provide written comments addressed to: ECC/HANH, FSS Action Plan Revisions; Attn: LaToya Mills or Melody Ramos, 360 Orange Street, New Haven, CT 06511 or via email to: lmccrea@elmcitycommunities.org or mramos@elmcitycommunities.org.

A public hearing where public comments will be accepted and recorded is scheduled for Tuesday, August 30, 2022 at 4:00pm via RingCentral: <https://v.ringcentral.com/join/136944979?pw=2fcfea64113c9b72f3379688df9cb2a8>

Meeting ID: 136944979

Password: eadfoQq0u9

One tap to join audio only from a smartphone:

+12679304000,,136944979#,,3233677089# United States (Philadelphia, PA)

Or dial:

+12679304000 United States (Philadelphia, PA)

Access Code / Meeting ID: 136944979

Dial-in password: 3233677089

Any individual requiring a Reasonable Accommodation to participate in the hearing may call the Reasonable Accommodation Manager (203) 498-8800, ext. 1507 or at the TDD Number (203) 497-8434.

**AVISO DE AUDIENCIA PÚBLICA PARA
LAS COMUNIDADES DE LA AUTORIDAD
DE VIVIENDA DE LA CIUDAD DE NEW HAVEN (ECC/HANH)
PROPUESTA DE ENMIENDA AL PLAN DE ACCION DEL
PROGRAMA DE AUTOSUFICIENCIA FAMILIAR (FSS)**

La comunidad de Elm City, Autoridad de Vivienda de la Ciudad de New Haven (ECC/HANH) propone modificar el Plan de Accion del programa de Autosuficiencia Familiar (FSS). Este plan rige todas las actividades del Programa de Autosuficiencia Familiar.

El período de comentarios de cuarenta y cinco (45) días comienza el 1 de Agosto de 2022 y finaliza el 30 de Agosto de 2022. Las copias de la enmienda al Plan de Accion de Autosuficiencia Familiar estarán disponibles el Lunes 1 de Agosto de 2022 en la pagina web de la agencia www.elmcitycommunities.org o a través de Twitter, www.twitter.com/ECCCommunities o a través de Facebook www.facebook.com/ElmCityCommunities

Se le invita a dirigir comentarios por escrito a: ECC/HANH, Revisiones al Plan de Accion de FSS; Atención: LaToya Mills o Melody Ramos, 360 Orange Street, New Haven, CT 06511 o por correo electrónico a: lmccrea@elmcitycommunities.org or mramos@elmcitycommunities.org.

Una audiencia pública donde se aceptarán y registrarán los comentarios públicos está programada para el martes 30 de Agosto de 2022 a las 4:00 p.m. a través de la aplicacion de RingCentral:

<https://v.ringcentral.com/join/136944979?pw=2fcfea64113c9b72f3379688df9cb2a8>

Identificación de la reunión: 136944979

Contraseña: eadfoQq0u9

O teléfono: 136944979 Estados Unidos (Filadelfia, PA)

Código de acceso / No. de reunión: 136944979

Contraseña de marcación: 3233677089

Cualquier individuo que requiera una Acomodacion Razonable para participar en la audiencia puede llamar al Gerente de Acomodacion Razonable al (203) 498-8800, ext. 1507 o al Número TDD (203) 497-8434.

FSS Action Plan Approval Public Comment and Submission Plan

Necessary Action	Date Begin	Date End	Responsible	Complete
Receive FSS Action Plan	7/20		CED	
Begin Decision Making	7/20	7/22	CED	
Attend Nan McKay FSS Action Plan Wkshp	7/20	7/20	Nan McKay Senior Trainer CED	
Finalize Draft	7/22		CED	
Send Out Ad for Publication Notice of Public Hearing News Paper Ad	7/29		CED/Cathy or Desire	
Open Comment Period	8/1		CED/LM	
Public Hearing	8/30		CED/LM	
Review of Public Comments and Finalize Documents	8/31	9/14	CED	
Services Committee Meeting	9/14		CED	
Board Meeting	9/20		CED	
Submit FSS Action Plan to HUD	Prior to 9/30		Executive Management	

FSS Action Plan for the Family Self-Sufficiency Program

Revised July 27, 2022



Karen DuBois-Walton
President

360 Orange Street,
New Haven, CT 06511
(203) 498-8800
www.elmcitycommunities.org

FSS Action Plan

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Chapter 1

THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN

INTRODUCTION

This chapter provides an overview of the family self-sufficiency (FSS) program and FSS action plan, including the purpose, organization, and required contents of the FSS action plan.

Part I: The Family Self-Sufficiency (FSS) Program and FSS Action Plan: This part provides an overview of the family self-sufficiency program and the purpose of the FSS action plan.

Part II: Requirements of the FSS Action Plan: This part covers action plan requirements, including development, revision, and contents of the action plan. It also contains information on family demographics, which is part of the required contents of the action plan.

PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN

1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM

The origins of the FSS program are in two pilot projects implemented in 1986 and 1990, Project Self-Sufficiency and Operation Bootstrap, respectively. These projects were set up to test self-sufficiency programs for families with housing subsidies, and both demonstrated that families needed essential services to move toward economic self-sufficiency. These services include childcare, transportation, medical care, and long-term education and training.

In the wake of the successful demonstration of these projects, family self-sufficiency became one of the initiatives under the Homeownership and Housing Opportunities for People Everywhere (HOPE) program enacted in 1990, and the FSS program was subsequently created under the National Affordable Housing Act the same year.

FSS built upon and refined both Project Self-Sufficiency and the Bootstrap program. It remained a voluntary program in 1991 and 1992 but became mandatory in 1993 for any new increments of funding issued to PHA's. The 1993 regulations were further modified by the Quality Housing and Work Responsibility Act of 1998 (QHWRA). In 2018, expansive changes were made to the FSS program by the Economic Growth, Regulatory Relief, and Consumer Protection Act known as "the Economic Growth Act" or "the Act."

The purpose of the FSS program is to coordinate housing assistance with public and private resources to enable assisted families to achieve economic self-sufficiency. The purpose and basic requirements of the FSS program are further elaborated upon in Chapter 2.

This family self-sufficiency program is administered by the **Elm City Communities/Housing Authority of New Haven (ECC/HANH)** for the jurisdiction of **City of New Haven, CT/ County of New Haven**.

1-I.B. APPLICABLE REGULATIONS

Applicable regulations for Section 8 and public housing FSS programs include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 902: Public Housing Assessment System
- 24 CFR Part 903: Public Housing Agency Plans
- 24 CFR Part 945: Designated Housing
- 24 CFR Part 960: Public Housing Admission and Occupancy Policies
- 24 CFR Part 965: PHA-Owned or Leased Projects—General Provisions
- 24 CFR Part 966: Public Housing Lease and Grievance Procedures
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR Part 984: Section 8 and Public Housing Family Self-Sufficiency Program

1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN

The family self-sufficiency (FSS) action plan is required by HUD. The purpose of the FSS action plan is to establish policies for conducting the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan and is available for public review as required by 24 CFR Part 903.

This family self-sufficiency action plan is set forth to define the PHA's local policies for operation of the program in the context of federal laws and regulations. All issues related to FSS not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable laws. The policies in this FSS action plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the FSS program. If such changes conflict with this plan, HUD regulations will take precedence. Administration of the FSS program and the functions and responsibilities of PHA staff shall comply with the PHA's personnel policy and HUD's family self-sufficiency regulations, as well as all Section 8 and public housing regulations, in addition to federal, state, and local fair housing laws and regulations.

PART II: REQUIREMENTS OF THE FSS ACTION PLAN

1-II.A. OVERVIEW

A PHA must have a HUD-approved action plan before implementing an FSS program, regardless of whether the FSS program is a mandatory or voluntary program. Further, this action plan must comply with the requirements specified for the plan in the regulations [24 CFR 984.201(a)].

The regulatory requirements dealing specifically with the FSS action plan itself largely involve the development, revision, and required contents of the action plan. This part covers those requirements.

1-II.B. HUD APPROACH TO POLICY DEVELOPMENT

In developing policy for the FSS action plan, PHA's need to be aware of the distinction HUD makes between mandatory and discretionary policies.

- *Mandatory policies* are those driven by legislation, regulations, current handbooks, notices, and legal opinions.
- *Discretionary policies* consist of those developed for areas in which the PHA has regulatory discretion, or regarding optional, nonbinding guidance including guidebooks, notices that have expired, and recommendations from individual HUD staff.

HUD expects PHA's to develop policies and procedures that are consistent with mandatory regulations and to make clear the optional policies the PHA has adopted. The PHA's FSS action plan is the foundation of those policies and procedures for the FSS program. HUD's directions require PHA's to make policy choices that provide guidance to staff and consistency to program applicants and participants.

Following HUD guidance, even though it is not mandatory, provides a PHA with a "safe harbor." HUD has already determined that the recommendations and suggestions it makes are consistent with mandatory policies. If a PHA adopts an alternative strategy, it must make its own determination that the alternative approach is consistent with legislation, regulations, and other mandatory requirements. There may be very good reasons for adopting a policy or procedure that is different than HUD's safe harbor, but PHA's should carefully consider those decisions.

1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION

Development of Action Plan [24 CFR 984.201(b) and (c)]

When developing an FSS action plan, a PHA must do so in consultation with the chief executive officer of the applicable unit of general local government and the program coordinating committee (PCC).

For all voluntary or mandatory FSS programs, the PHA must submit its action plan and obtain HUD approval of the plan before it can implement the FSS program. This includes a voluntary program established because the PHA chose to implement an FSS program that exceeds the minimum size for a mandatory program (see Section 2-II.A. for a discussion of mandatory versus voluntary FSS programs).

Single Action Plan [24 CFR 984.201(f)]

PHA's implementing both a Section 8 FSS program and a public or Indian housing FSS program may submit one action plan. In cases where the PHA decides to submit one plan for more than one program, the policies contained in the action plan would apply to both programs.

PHA Policy

The **ECC/HANH** is implementing both a public housing and Section 8 FSS program, which may include tenant-based and project-based Section 8, HCV Homeownership, Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, Family Unification Program (FUP), and Foster Youth to Independence Initiative (FYI). The PHA will submit one action plan, the policies in which apply to both programs.

Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]

Following HUD's initial approval of the action plan, no further approval of the action plan is required unless the PHA proposes to make policy changes to the action plan, increase the size of a voluntary program, or revise the FSS action plan as needed to comply with changes in HUD regulations. The PHA must submit any changes to the action plan to HUD for approval.

PHA Policy

The **ECC/HANH** will review the action plan at least once a year, and more often if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation. **Should changes be necessary, such shall be updated and submitted for HUD approval.**

1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)]

HUD regulations state that there are several components that must be included in the FSS action plan. At a minimum, the action plan must cover the policies and procedures of the PHA for operation of a local FSS program as follows:

- Family demographics, including a description of the number, size, characteristics, and other demographics such as racial and ethnic data, in addition to the supportive service needs of the families expected to participate in the program. (Chapter 1)
- Estimate of participating families, which means the number of families which can reasonably be expected to receive supportive services under the FSS program. (Chapter 2)
- Eligible families from any other local self-sufficiency program who are expected to agree to executing an FSS contract of participation. (Chapter 2)
- A statement of the PHA's FSS family selection procedures, including a description of how the procedures ensure that families are selected without regard to race, color, religion, disability, sex, familial status, or national origin. (Chapter 4)
- A description of the incentives that the PHA intends to offer to families to encourage participation in the FSS program (an incentives plan), including the establishment of the escrow account. (Chapter 4)
- Outreach efforts, which include a description of the PHA's efforts to recruit eligible families, the actions the PHA will take to ensure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known. (Chapter 4)
- A description of the FSS activities and supportive services to be provided by both public and private resources to FSS families, and identification of these public and private resources. (Chapter 4)
- A description of the PHA's method for identifying family support needs, including how the PHA will identify the needs and deliver the services. (Chapter 4)
- A description of the PHA's policies regarding program termination or withholding of services based on a family's failure to comply with the FSS contract, and available grievance procedures. (Chapter 5)
- Assurances of noninterference with rights of non-participating families which state that a family's election to not participate in the FSS program will not affect the family's admission to the Section 8 or public housing program, nor will it affect their right to occupancy in accordance with its lease. (Chapter 4)
- A timetable for implementation of the FSS program, including the schedule for filling FSS slots with eligible FSS families. (Chapter 2)

- A certification that development of the services and activities under the FSS program has been coordinated with programs under Title I of the Workforce Innovation and Opportunity Act, other relevant employment, childcare, transportation, training, education, and financial empowerment programs in the area, and will continue to be coordinated to avoid duplication of services and activities.

Optional Additional Information [24 CFR 984.201(d)(13)].

- HUD encourages additional information in the action plan that would help to determine the soundness of the PHA's proposed FSS program.

PHA Policy

The **ECC/HANH** will submit additional optional information in this action plan that will help HUD determine the soundness of the proposed FSS program.

This information includes:

Policies related to the modification of goals in the ITSP. (Chapter 5)

Policies on the circumstances in which an extension of the CoP may be granted. (Chapter 5)

Policies on the interim disbursement of escrow, including any limitations on the use of the funds. (Chapter 6)

Policies regarding eligible uses of forfeited escrow funds by families in good standing. (Chapter 6)

Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating. (Chapter 4)

Policies on requirements for documentation for goal completion. (Chapter 4)

Policies on documentation of the household's designation of the "head of FSS family." (Chapter 4)

Policies for providing an FSS selection preference for porting families if the PHA elects to offer such a preference. (Chapter 7)

1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)]

As part of the required contents of the FSS action plan, family demographics of the Section 8 and public housing program participants serve to provide a description of the number, size, characteristics, and other descriptive data (including racial and ethnic data of those participants). These data may later be used to help the housing authority and the program coordinating committee (PCC) to identify supportive service needs of the families expected to participate in the FSS program.

PHA Policy

Section 8 and Public Housing	Total Families	Percent of Total
All Families		
Single		
Female HOH		
Male HOH		
Race		
White		
Black/African American		
American Indian/Alaska Native		
Asian		
Native Hawaiian/Other Pacific Islander		
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Income		
Extremely Low-Income		
Very Low-Income		
Low-Income		
HOH Income from Wages		
Other Member Income from Wages		
HOH Income from TANF		
Other Member Income from TANF		
HOH Income from SSI		
Other Member Income from SSI		
Number of Children		
0		
1-2		
3-4		
5 or more		

Total Number of Family Members		
1-2		
3-4		
5 or more		
Persons with Disabilities		
HOH Person w/ Disabilities (HUD)		
Family Members w/ Disabilities		

Chapter 2

PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF-SUFFICIENCY PROGRAM

INTRODUCTION

This chapter contains information about the FSS program's purpose, size, and measurable objectives as well as information on program operation. This includes potential participant demographics, the program timetable, the number of families to be served, and the size of the PHA's voluntary FSS program. This chapter also contains definitions of the key terms in this FSS action plan.

Part I: The Purpose and Basic Requirements of the FSS program: This part includes a description of the purpose of the FSS program on a national level—its intent, goal, and major strategies.

Part II: The Scope of the FSS program: This part contains information about housing assistance programs eligible to participate in FSS, the size of the PHA's FSS program, an estimate of participating families, eligible families from other self-sufficiency programs, and eligibility for combined FSS programs.

Part III: Program Operation: This part specifies the requirements for FSS program operation, including voluntary FSS program implementation.

Part IV: The Definitions of Terms Used in the PHA's FSS program: This section contains both HUD and PHA definitions for terms used in this policy document.

PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM

2-I.A. PURPOSE

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of Section 8 and public housing assistance programs with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

In addition to this broader national goal of the FSS program, the PHA also establishes a local goal consistent with the PHA's mission statement to serve as a guide for establishing policy and implementing the FSS program.

PHA Policy

The ECC/HANH local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative existing community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102]

In order to reach the FSS national program goal, HUD has defined its FSS program objective as to reduce the dependency of low-income families on welfare assistance and on housing subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance while living in assisted housing so that they may obtain the education, employment, business and social skills necessary to achieve self-sufficiency. As with the goals of the program, FSS program objectives are defined on the national level through FSS regulation, and on the local level by PHA policy.

PHA Policy

On the local level, the **ECC/HANH** will achieve the national program objective by offering low-income families a broad range of services through partnering with the program coordinating committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency, as defined in Section 2-I.A. of this document.

2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]

An FSS program established under 24 CFR Part 984 must operate in conformity with the regulations and this FSS action plan (as required in 24 CFR 984.201, provide comprehensive supportive services as defined in 24 CFR 984.103, and operate in compliance with nondiscrimination and equal opportunity requirements.

PART II: SCOPE OF THE FSS PROGRAM

2-II.A. HOUSING-ASSISTED FAMILIES ELIGIBLE TO PARTICIPATE IN FSS

The Section 8 and public housing programs through which families are eligible to participate in the FSS program was expanded by the 2018 Economic Growth Act to allow participants in HCV Homeownership, Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, and Family Unification Program (FUP), including the Foster Youth to Independence (FYI) Initiative.

2-II.B. PHA's REQUIRED TO OPERATE AN FSS PROGRAM

Each PHA that received funding for public housing units under the FY 1991 and FY 1992 FSS incentive award competitions must operate a public housing FSS program. Each PHA that received funding for Section 8 rental certificates or vouchers under the combined FY 1991/1992 FSS incentive award competition also must operate a Section 8 FSS program.

In addition, unless the PHA receives an exemption under 24 CFR 984.105, each PHA for which HUD reserved funding (budget authority) for additional rental certificates or vouchers in FY 1993 through October 20, 1998, must operate a Section 8 FSS program. Each PHA for which HUD reserved funding (budget authority) to acquire or construct additional public housing units in FY 1993 through October 20, 1998, must operate a public housing FSS program as well.

Every PHA that was required to administer an FSS program on May 24, 2018 (the enactment date of the Economic Growth, Regulatory Relief, and Consumer Protection Act) must continue to operate that FSS program for the total number of families determined by HUD on that date unless the PHA receives an exception as described in 24 CFR 984.105(d).

Mandatory Minimum Program Size (MMPS) [24 CFR 984.105]

PHA's that are required to operate an FSS program under 24 CFR 984.101 are subject to a minimum program size requirement.

PHA Minimum Program Size

As determined by HUD as of May 24, 2018, the PHA's FSS MMPS is ~~insert MMPS here~~. The ECC/HANH FSS program does not have a minimum program size requirement as the program has been and remains voluntary since inception.

Maintaining Mandatory Minimum Program Size

Although the discretion to do so ultimately rests with the PHA, mandatory minimum program size can decrease as FSS participants successfully complete the program. Per the regulation, for each family that completes the program by fulfilling its FSS contract of participation on or after May 24, 2018, the mandatory minimum program size for a PHA's FSS program is reduced by one slot. However, if an FSS slot is vacated by a family that has not completed its FSS contract of participation obligations, the slot must be filled by a replacement family which has been selected in accordance with the FSS family selection procedures [24 CFR 984.105(b)(2)].

PHA Policy

The PHA will reduce the FSS mandatory minimum program size by one for each family that completes the program by fulfilling its FSS contract of participation. The ECC/HANH FSS program does not have a minimum program size requirement as the program has been and remains voluntary since inception; therefore, there is no need to reduce the program size.

Option to Operate Larger FSS Program

A PHA may choose to operate an FSS program of a larger size than the minimum required by HUD [24 CFR 984.105(a)(3)].

PHA Policy

The PHA will not operate an FSS program of a larger size than its mandatory minimum program size. The ECC/HANH FSS program has been and remains voluntary since inception; therefore, the program size shall not be increased.

Exception to Program Operation [24 CFR 984.105(e)]

The requirement to establish and carry out an FSS program may be waived with approval from HUD. In order to waive the requirement, the PHA must provide a certification to HUD that the establishment and operation of an FSS program is not feasible because of a lack of accessible supportive services funding, a lack of the availability of programs under the Workforce Innovation and Opportunity Act, a lack of funding for reasonable administrative costs, a lack of cooperation by other units of state or local government, or a lack of interest in participating in the FSS program on the part of eligible families.

An exception will not be granted if HUD determines that local circumstances do not preclude the PHA from effectively operating an FSS program that is smaller than the minimum program size.

Reduction in Program Size

Rather than a full exception to program operation, a PHA may also be permitted to operate an FSS program that is smaller than the minimum program size. As with the full exception, HUD may grant the PHA such a partial exception if the PHA provides to HUD a certification that the operation of an FSS program of the minimum program size is not feasible because of a decrease in or lack of accessible supportive services [24 CFR 984.105(d)].

Expiration of Exception

The approval for a full or partial exception to the FSS minimum program size requirement expires five years from the date of HUD approval of the exception. If a PHA seeks to continue an exception after its expiration, the PHA must submit a new request and a new certification to HUD for consideration [24 CFR 984.105(e)].

2-II.C. COOPERATIVE AGREEMENTS [24 CFR 984.106]

A PHA may enter into a Cooperative Agreement with one or more multifamily-assisted housing owners to voluntarily make the PHA's FSS program available to the owner's housing tenants. The Cooperative Agreement must include all the requirements for such agreements found in 24 CFR 984.106 and 24 CFR 887.107.

PHA Policy

The ECC/HANH does not have any agreements with Project Based Rental Assistance programs.

2-II.D. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)]

The PHA must state the number of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program based on available and anticipated federal, tribal, state, local, and private resources.

PHA Policy

The ECC/HANH can reasonably expect that one hundred and fifty (150) eligible FSS families receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources.

2-II.E. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]

If applicable, the PHA must enter the number of families, by program type, who are participating in any other local housing self-sufficiency program who are expected to agree to execute an FSS contract of participation.

PHA Policy

The PHA operates other self-sufficiency programs and below is a chart that includes additional families from other MTW programs who may execute an FSS contract of participation. The ECC/HANH does not provide services to other local housing self-sufficiency programs, unless otherwise enrolled via applicable portability policy (*Chapter 7*).

2-II.F. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]

A PHA that wishes to operate a joint FSS program with other PHA's or owners of multifamily-assisted housing may combine its resources with one or more of these entities to deliver supportive services under a joint action plan that will provide for the establishment and operation of a combined FSS program that meets the requirements of this part.

PHA Policy

The ECC/HANH will not combine its resources with any other PHA to deliver support services, have a joint action plan, or establish or operate a combined FSS Program.

PART III: PROGRAM OPERATION

2-III.A. OVERVIEW

Federal regulations specify requirements for FSS program operation regarding deadlines for program start-up and when the PHA is expected to have attained full enrollment. A timetable illustrating when the PHA intends to meet these deadlines is included as part of the required contents of the action plan.

2-III.B. PROGRAM IMPLEMENTATION DEADLINE

The deadlines for program implementation differ depending on whether the FSS program is voluntary or mandatory.

Voluntary Program [24 CFR 984.301(a)]

There is no deadline for implementation of a voluntary program. However, a voluntary program may not be implemented before the requirements specified in 24 CFR 984.201 have been satisfied (see Sections 1-II.A.–1-II.D.).

2-III.C. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(13)]

A timetable for implementation of the FSS program is part of the required contents of the FSS action plan.

PHA Policy

The ECC/HANH has implemented a voluntary FSS program. The program was implemented within one year from the date of approval by the HUD field office and within the time identified in the applicable FSS funding contract with HUD.

The ECC/HANH FSS program has been and remains voluntary since inception.

The ECC/HANH can reasonably expect to enroll up-to one hundred and fifty (150) eligible FSS families to receive supportive services under the FSS program.

For mandatory FSS programs, the PHA has the obligation to continue to fill their mandatory FSS slots effective May 24, 2018, as determined by the HUD field office. Completed and will enroll up to our program size of one hundred and fifty (150).

The ECC/HANH has implemented its FSS program according to the following timetable:

Activity	Month and Date
Establish PCC	Completed

Conduct Program Needs Assessment	Completed
Resource Identification	Completed
Establish Policies	Completed
Design Service Delivery	Completed
Develop Administrative Procedures	Completed
Begin Service Delivery	Completed
Conduct Outreach	Completed
Conduct Orientations	Completed
Conduct Individual Needs Assessment	Completed
Begin Contracting	Completed
Complete Contracting	Completed

PART IV: Definitions

2-IV.A. DEFINITIONS [24 CFR 984.103]

The terms *1937 Act*, *fair market rent*, *HUD*, *low-income family*, *public housing*, *public housing agency (PHA)*, *secretary*, and *Section 8*, as used in this document are defined in the 24 CFR Part 5.

The term *very low-income family* is defined in 24 CFR 813.102 and 24 CFR 913.102.

The terms used in this document have the following definitions as defined by 24 CFR 984.103 and this family self-sufficiency action plan.

Baseline annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the effective date of the FSS contract. When calculating baseline annual earned income, all applicable exclusions of income must be applied, *except for* any disregarded earned income or other adjustments associated with self-sufficiency incentives that may apply to the determination of annual income.

Baseline monthly rent means 1) the FSS family's total tenant payment (TTP), as of the effective date of the FSS contract, for families paying an income-based rent as of the effective date of the FSS contract; or 2) the amount of the flat or ceiling rent (which includes the applicable utility allowance), and including any hardship discounts, as of the effective date of the FSS contract. For families paying a flat or ceiling rent this is as of the effective date of the FSS contract.

PHA Policy

Benefits means a government benefit of money or monetary value given to an individual by a federal, state, or local government agency for purposes of financial assistance, including but not limited to, Medicaid, Supplemental Nutritional Assistance Program (SNAP) benefits and Social Security, Temporary Assistance for Needy Families (TANF), and Unemployment Compensation benefits.

Benefits cliff means the sudden and often unexpected decrease in public benefits that can occur with a small increase in earnings. When income increases, families sometimes lose some or all economic supports.

Certain interim goals means the family has met all its obligations under the CoP to date, including completion of the Individual Training and Services Plan (ITSP) interim goals and tasks to date.

Certification means a written assertion based on supporting evidence, provided by the FSS family or the PHA or owner, which must be maintained by the PHA or owner in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification. These must be made available for inspection by HUD, the PHA or owner, and the public, when appropriate. In addition, these will be considered accurate unless the Secretary or the PHA or owner, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

Chief executive officer (CEO) means the CEO of a unit of general local government who is the elected official or the legally designated official having primary responsibility for the conduct of that entity's governmental affairs.

Contract of participation (CoP) means a contract in a form approved by HUD, entered into between a participating FSS family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered in between the PHA and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. For additional detail, see 24 CFR 984.303.

Current annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract. When calculating current annual earned income, all applicable exclusions of income will apply, including any disregarded earned income and other adjustments associated with self-sufficiency incentives or other alternative rent structures that may be applicable to the determination of annual income.

Current monthly rent means either the FSS family's TTP as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying an income-based rent as of the most recent reexamination of income; or the amount of the flat rent, including applicable utility allowance or ceiling rent. This amount must include any hardship discounts, as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying a flat rent or ceiling rent as of the most recent reexamination of income.

Earned income means income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family.

Effective date of contract of participation means the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation.

Eligible families for the FSS program means current participants in Section 8, residents of public housing, or residents in multifamily-assisted housing if a Cooperative Agreement exists.

PHA Policy

Enhance the effectiveness of the FSS program means a demonstrable improvement in the quality of an FSS program in which the enrollment ratio, escrow balance average, and graduation rate is at or above the national average as measured in HUD's Composite Scores in FR Notice 11/15/18.

Enrollment means the date that the FSS family entered the contract of participation with the PHA.

Family self-sufficiency program or FSS program means the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families, as authorized by section 23 of the 1937 Act.

FSS escrow account means the FSS escrow account authorized by section 23 of the 1937 Act.

FSS escrow credit means the amount credited by the PHA to the participating family's FSS account.

FSS family means a family that receives Section 8 assistance or resides in public housing (section 9), that elects to participate in the FSS program, and whose designated adult member (head of FSS family) has signed the CoP.

FSS family in good standing means an FSS family that is in compliance with their FSS CoP, has either satisfied or are current on any debts owed the PHA or owner, and is in compliance with the regulations in 24 CFR Part 5 regarding participation in the relevant rental assistance program.

FSS-related service program means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of supportive services.

FSS slots refer to the total number of public housing units or the total number of rental vouchers that comprise the minimum size of a PHA's respective Section 8 and public housing FSS program.

FSS Program Coordinator(s) means the person(s) who runs the FSS program. This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; collaborating with the community and service partners; and tracking program performance.

FY means federal fiscal year (starting with October 1st, and ending September 30th, and designated by the calendar year in which it ends).

Head of FSS family means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

Individual Training and Services Plan (ITSP) means a written plan that is prepared by the PHA or owner in consultation with a participating FSS family member (the person with for and whom the ITSP is being developed), and which describes the final and interim goals for the participating FSS family member, the supportive services to be provided to the participating FSS family member, the activities to be completed by that family member, and the agreed upon completion dates for the goals, and activities. Each ITSP must be signed by the PHA or owner and the participating FSS family member and is attached to and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS program, including the head of FSS family who has signed the CoP.

PHA Policy

Knowledgeable professional means a person who is knowledgeable about the situation, has training, education, certification, or licensure provided by recognized professional associations and institutions that legitimizes their professional opinion, is competent to render a professional opinion, and is not able to gain, monetarily or otherwise, from the PHA FSS program decision in the area to which they are certifying.

Multifamily-assisted housing, also known as project-based rental assistance (PBRA), means rental housing assisted by a Section 8 Housing Payments Program, pursuant to 24 CFR Parts 880, 881, 883, 884, and 886.

PHA Policy

Other costs related to achieving obligations in the contract of participation means any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP.

Owner means the owner of multifamily-assisted housing.

Participating family is defined as FSS family in this section.

Program coordinating committee (PCC) means the committee described in 24 CFR 984.202.

Public housing means housing assisted under the 1937 Act, excluding housing assisted under Section 8 of the 1937 Act.

Section 8 means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f). Specifically, multifamily-assisted housing, as defined in this section; tenant-based and project-based rental assistance under section 8(o) of the 1937 Act; the HCV homeownership option under section 8(y) of the 1937 Act; Family Unification Program (FUP) assistance under section 8(x) of the 1937 Act; and the Section 8 Moderate Rehabilitation (Mod Rehab) for low-income families and Moderate Rehabilitation Single Room Occupancy (Mod Rehab SRO) for homeless individuals under 24 CFR part 882.

Self-sufficiency means that an FSS family is no longer receiving Section 8, public housing assistance, or any federal, state, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds.

PHA Policy

Supports means, but is not limited to, transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s).

Supportive services mean those appropriate services that a PHA will coordinate on behalf of an FSS family under a CoP. These may include child care of a type that provides sufficient hours of operation and serves an appropriate range of ages; transportation necessary to enable a participating family to receive available services or to commute to their places of employment; remedial education; education for completion of secondary or post-secondary schooling; job training, preparation, and counseling; job development and placement; follow-up assistance after job placement and completion of the contract of participation; substance/alcohol abuse treatment and counseling; training in homemaking and parenting skills; and personal welfare services that include substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services; household management; money management; counseling regarding homeownership or opportunities available for affordable rental and homeownership in the private housing market (including information on an individual's rights under the Fair Housing Act) and financial empowerment that may include financial literacy, coaching, asset building, money management; and any other services and resources, including case management and reasonable accommodations for individuals with disabilities, that the PHA may determine to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency.

Unit size or size of unit refers to the number of bedrooms in a dwelling unit.

Very low-income family is defined as set out in 24 CFR 813.102

Welfare assistance means (for purposes of the FSS program only) income assistance from federal or state welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, or are not intended to meet recurrent or ongoing needs and will not extend beyond four months; work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to, and distributions from, individual development accounts under TANF; services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement and other employment-related services that do not provide basic income support; transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Social Security Act, to an individual who is not otherwise receiving assistance; amounts solely directed to meeting housing expenses; amounts for health care; food stamps and emergency rental and utilities assistance; and SSI, SSDI, or social security.

Chapter 3

PROGRAM ADMINISTRATION

INTRODUCTION

This chapter discusses administrative policies and practices as they are relevant to the activities covered in this plan. The policies and practices are discussed in two parts:

Part I: Staffing, Fees and Costs, and On-Site Facilities: This part describes identifying appropriate staff and contractors to operate the FSS program and provide the necessary direct services to FSS families. In addition, it describes how administrative fees, costs, and supportive services will be funded, and defines the use of on-site facilities.

Part II: The Program Coordinating Committee: This part covers the establishment of a program coordinating committee (PCC), which is a regulatory requirement in all FSS programs other than multifamily housing assistance. It describes required and recommended PCC membership, in addition to the option for an alternative committee.

PART I: STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES

3-I.A. OVERVIEW

Several functions of program administration are crucial to running an FSS program. A PHA may need to employ a program coordinator or decide to contract with another organization to administer the program. In addition to staffing issues, PHA's should understand how program funding and expenses work to keep the program running smoothly. Finally, PHA's need to sort out whether and how to make common areas or unoccupied units available to provide supportive services.

3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS

[24 CFR 984.301(b)]

PHA's have the choice between hiring their own staff and contracting with an outside organization to administer their FSS program. If the PHA should choose to employ its own staff, the staffing levels should be appropriate, and may include one or more FSS Coordinators. If the PHA chooses to contract with an outside organization, the organization's staffing levels must likewise be appropriate to establish and administer the FSS program, and whether the organization's responsibilities would include managing the FSS account in accordance with federal regulations.

PHA Policy

The ECC/HANH will employ appropriate staff, including one or more FSS Program Coordinator(s) to administer its FSS program.

3-I.C. FSS PROGRAM COORDINATOR(S) RESPONSIBILITIES

Primary Role of the FSS Program Coordinator(s)

The FSS Program Coordinator(s) is responsible for building partnerships with service providers in the community, working with the Program Coordinating Committee (PCC) and local service providers to ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency, preparing an Individual Training and Services Plan (ITSP) for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program, making certain that the services included in the participants' CoP are provided on a regular, ongoing, and satisfactory basis, ensuring FSS participants are fulfilling their responsibilities under the CoPs, monitoring progress of participants, and establishing and properly maintaining FSS escrow accounts for eligible families. FSS Coordinators may also provide outreach, recruitment, goal setting, case management and coaching for FSS participants, and tracking of FSS program performance.

FSS Program Coordinator(s) funded under the FSS Coordinator Notice of Funding Opportunity (NOFO) may not perform the routine public housing or Section 8 program functions of housing eligibility, leasing, rent calculation, and portability that are funded through Section 8 administrative fees or public housing operating funds unless doing so would enhance the effectiveness of the program. If conducting these functions would enhance the effectiveness of the FSS program, the PHA must seek prior approval from HUD of those enhancements to the FSS program and certify that doing so will neither interfere with the FSS Coordinator's ability to fulfill their primary role nor be used to balance or fill in for gaps in traditional staffing.

Performance of routine Section 8 or public housing functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds [2021 FSS NOFO, p. 36].

PHA Policy

The **ECC/HANH** will not require the FSS Program Coordinator(s) to perform the routine Section 8 or public housing program functions of housing eligibility, leasing, rent calculation, and portability that are funded through Section 8 administrative fees or public housing operating funds.

3-I.D. ADMINISTRATIVE FEES AND COSTS

The Consolidated Appropriations Act of 2014 combined funding streams for the Section 8 and public housing FSS programs. FSS funding is now awarded through one NOFO. Use of this funding is no longer restricted to the applicable program and funding now may be used to serve both Section 8 and public housing FSS participants. Funding for FSS Coordinators salary, benefits, and training as well as limited administrative costs is awarded through a Grant Agreement and disbursed through HUD's Line of Credit Control System (LOCCS), rather than as an amendment to the PHA's Annual Contributions Contract (ACC). These funds are separate from other available funds that may be used.

Section 8 FSS Program

In the Section 8 programs, administrative fees are paid to PHA's for HUD-approved costs associated with the operation of an FSS program. These administrative fees are established by Congress and subject to appropriations [24 CFR 984.302(b)].

In addition, administrative fees for HUD-approved costs not specifically related to the operation of the FSS program may be used to cover these costs associated with the administration of FSS [see Notice PIH 93-24 E-7 and E-8].

See 24 CFR 982.152 and PIH 2022-18 for details on the eligible use of administrative fees.

Public Housing FSS Program

For public housing FSS programs, the performance funding system (PFS), provided under section 9(a) of the 1937 Act, provides for the reasonable and eligible administrative costs that the PHA incurs in carrying out the program only when funds have been appropriated. However, a PHA may use other resources for this purpose [24 CFR 984.302(a)].

In other words, the PHA may fund reasonable and eligible administrative costs in the FSS program from the Operating Fund. However, these expenses will only be reimbursed in the operating subsidy when a current appropriations act allows it. In addition, the PHA may fund reasonable and eligible administrative costs from the Capital Fund. Administrative staffing costs may also be funded through HUD or other grant or foundation sources. This includes FSS Coordinator grants when available.

PHA Policy

The ECC/HANH will make *[insert amounts and source of funds to be made available]* available to provide administrative costs under the *[insert Section 8 or public housing FSS program, or both]*. FSS funding is awarded through one NOFO grant to cover the salaries, fringe benefits, and training for the FSS Program Coordinator(s)(s).

3-I.E. SUPPORTIVE SERVICES FEES AND COSTS

Section 8 FSS Supportive Services

In the Section 8 program, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from unrestricted net position [see Notice PIH 93-24, E-3].

The PHA may seek additional funds from HUD through submitting grant applications or seek grants from other sources when available.

In addition to unrestricted net position and other grant sources, the FSS forfeited escrow account can fund FSS supportive services. See Section 6-I.E. for eligible supportive services costs.

Public Housing FSS Supportive Services

In public housing, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from the Operating Fund. However, the costs of FSS supportive services are only reimbursed through the operating subsidy when appropriations allow it.

FSS public housing supportive services can also be funded through other HUD grants or related government and foundation grants, when available.

PHA Policy

The PHA will make *[insert amounts and source of funds to be made available]* available to provide supportive service costs under the FSS Program.

3-I.F. USE OF FORFEITED ESCROW ACCOUNTS FUNDS

In addition to Section 8 unrestricted net assets, public housing operating funds, and other grant sources, the FSS forfeited escrow account funds must be used for the benefit of FSS participants, which includes supports and other costs for FSS participants in good standing. HUD does not provide an exhaustive list of these supports. However, the supports include, but are not limited to, transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the contract of participation as well as training for FSS Program Coordinator(s).

PHA Policy

The ECC/HANH will use forfeited escrow accounts (*as/if available*) for support and other costs for FSS participants in good standing when funds requested are needed to complete an interim goal or task in the ITSP and are *not* ongoing expenses. Ongoing expenses are defined as but not limited to: *rent, security deposits, credit card bill payments, utilities, telephone, cell phone, pager, car payments, tax payments, insurances.*

The **ECC/HANH** will use forfeited escrow account funds if the family has a demonstrated need for a one-time payment of otherwise ongoing expenses (*i.e. car maintenance, or childcare*), to complete an interim goal, a final goal, or a task related to such goals.

The funds requested may be up-to a \$300 one-time payment per participating family during the term of the CoP.

Documentation of enrollment, services needed, and accounts to be paid, are provided by head of FSS family or participant.

Vendors complete and provide W-9 form for funds to be released directly to them upon approval. In some cases, three (3) estimates/quotes shall be requested of the participant from applicable/eligible vendors. All vendors/businesses must be registered in the state of Connecticut.

The **ECC/HANH** will use forfeited escrow accounts for training provided to FSS Coordinators.

The **ECC/HANH** will define *supports* as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s)(s).

The **ECC/HANH** will define *other costs related to achieving obligations in the CoP* as any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s)(s).

The **ECC/HANH** will define *necessary to complete* as meaning that no other resources are available in the community either because such a resource is non-existent or that resources are utilized above capacity and agencies cannot, for an indetermined period, provide such a resource.

The **ECC/HANH** will provide funds (*as/if available*) from the forfeited escrow account to FSS participants in good standing before requiring the participant to use an “interim” disbursement from *their* current escrow account as long as:

The funds requested are needed to complete an interim goal or task within the CoP and are not ongoing expenses. Ongoing expenses are defined as but not limited to: *rent, security deposits, credit card bill payments, utilities, telephone, cell phone, pager, car payments, tax payments, insurances.*

If the family has a demonstrated need for a one-time payment of otherwise ongoing expenses (*i.e. car maintenance, or childcare*), to complete an interim goal, a final goal, or a task related to such goals.

The funds requested may be up-to a \$300 one-time payment per participating family during the term of the CoP.

Documentation of enrollment, services needed, and accounts to be paid, are provided by head of FSS family or participant.

Vendors complete and provide W-9 form for funds to be released directly to them upon approval. In some cases, three (3) estimates/quotes shall be requested of the participant from applicable/eligible vendors. All vendors/businesses must be registered in the state of Connecticut.

The **ECC/HANH** will prioritize requests for funds from forfeited escrow accounts on a first come first served basis based on the date and time of the request.

3-I.G. ON-SITE FACILITIES

Each PHA may, subject to the approval of HUD, make available and utilize common areas or unoccupied dwelling units in public housing projects to provide supportive services under an FSS program. This includes using such areas for participants in a Section 8 FSS program.

PHA Policy

The **ECC/HANH** will make the community rooms and computer labs at any of our LIPH or 360 Management sites [*Mill River Crossings, Quinnipiac Terrace, The Place for Families @ 295 Wilmot Rd*] available to provide supportive services under the *Community & Economic Development Department FSS program*.

PART II: PROGRAM COORDINATING COMMITTEE

3-II.A. OVERVIEW

As another integral part of FSS program administration, each participating PHA must establish a Program Coordinating Committee (**PCC**) whose functions will be to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the action plan and in implementing the program [24 CFR 984.202(a)].

The PCC must consist of specific members, which are dependent upon whether the PHA is operating Section 8, public housing, or multifamily assisted housing FSS programs. In addition to these required members, the PCC may also include additional members recommended by regulation.

3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP

Required PCC Membership [24 CFR 984.202(b)(1)]

The PCC required members consist of representatives of the PHA, including at least one FSS Program Coordinator(s), and one or more participants from each HUD rental assistance program (Section 8, public housing, or multifamily assisted housing) served by the PHA's FSS program.

PHA Policy

The **ECC/HANH's** representatives of the PCC will be the Director of the Community and Economic Development department, at least one FSS Program Coordinator(s) and one or more participants from each of the housing programs in which there is an FSS program: Section 8, public housing, and multifamily assisted housing, as applicable.

Assistance in Identifying Potential PCC Members [24 CFR 984.202(b)(1)]

The PHA may seek assistance from area-wide, city-wide, or development-based resident councils, the resident management corporation, or the Resident Advisory Board, in identifying potential PCC members.

PHA Policy

The PHA will seek assistance in identifying potential members of the PCC from area-wide, city-wide, and development-based resident councils, the resident management corporation, or the Resident Advisory Board.

Recommended PCC Membership [24 CFR 984.202(b)(2)]

Membership on the PCC also may include representatives of the unit of general local government served by the PHA, local agencies (if any) responsible for carrying out employment training programs or programs funded under the Workforce Innovation and Investment Act, and other organizations, such as other state, local, or tribal welfare and employment agencies, public and private education or training institutions, child care providers, nonprofit service providers, private business, and any other public and private service providers with resources to assist the FSS program.

PHA Policy

The PHA's FSS program coordinating committee membership will include leadership from the following organizations:

[Enter the names of representative organizations in PCC]

3-II.C. ALTERNATIVE PCC COMMITTEE [24 CFR 984.202©]

It is also possible for the PHA, in consultation with the Chief Executive Officer of the unit of general local government served by the PHA, to use an existing entity as the PCC, if the membership of the existing entity consists or will consist of the individuals required by regulation (See section 3-II.B. above).

PHA Policy

The PHA will not utilize an existing entity as its program coordinating committee.

EXHIBIT 3-1: CHART FOR DETERMINING PCC MEMBERSHIP

INSERT CHART HERE

Chapter 4

SELECTING AND SERVING FSS FAMILIES

INTRODUCTION

FSS regulations require that the PHA include in its action plan a statement indicating how it will select families for participation in the FSS program. This includes outreach, waiting list management, and other selection procedures. When followed, the PHA's selection procedures ensure that families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

Once selected for participation in the FSS program, families are to be provided various activities and supportive services so that they may obtain the education, employment, business, and social skills necessary to achieve self-sufficiency. A description of such activities and supportive services is also a requirement of the FSS action plan.

This chapter contains three parts:

Part I: Incentives, Outreach, and Assurance of Noninterference: This part describes the incentives the PHA will offer and the outreach efforts the PHA will use to encourage participation and recruit eligible families for the FSS program and contains the required assurance of noninterference with the rights of nonparticipating families.

Part II: Family Selection: This part covers whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so. In addition, this part describes the selection factors the PHA will use in screening families for participation in the FSS program.

Part III: Activities and Support Services: This part lists the activities and supportive services to be provided to families through both public and private resources, describes the method the PHA will use to identify family support needs, and covers the required certification of coordination.

PART I: INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE

4-I.A. OVERVIEW

The FSS program offers incentives such as the FSS escrow account, case management, coaching, and other supportive services that not only encourage participation, but also help families achieve self-sufficiency. In addition to encouraging program participation through such incentives, PHA’s also conduct outreach to recruit FSS participants from among eligible families. As part of this process, families need to know that their choice as to whether to participate in the FSS program will not affect their admission to the Section 8 or public housing programs, nor will it affect their right to occupancy. This part describes the PHA’s policies regarding these issues, all of which are required aspects of the FSS action plan.

4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)]

By regulation, the FSS action plan must include a PHA’s incentives plan—a description of the incentives that the PHA intends to offer eligible families to encourage their participation in the FSS program. The incentives plan provides for the establishment of the FSS escrow account and any other incentives designed by the PHA.

PHA Policy

The **ECC/HANH** will offer the following services, as needed to complete obligations in the contract, to its FSS participants as incentives to participate in FSS.

Incentive	Provided By	Description
FSS escrow account	ECC/HANH	Access to escrow account funds for interim and final disbursements
Case management/Coaching	FSS Program Coordinator(s)(s)/Community Partners	To be offered to the participants by ECC/HANH staff and/or Community Partners for accomplishment of ITSP goals.
Information and referrals to services	FSS Program Coordinator(s)(s)/Community Partners	To be submitted on behalf of the participants by ECC/HANH staff and/or Community Partners
Educational workshops	FSS Program Coordinator(s)(s)/Community Partners	Workshops: financial & asset management, education, self sufficiency & access to resources, and homeownership education.
Funds for emergency transportation services	ECC/HANH	Participants may access forfeited escrow funds as applicable upon request.

Funds for emergency childcare service	ECC/HANH	Participants may access forfeited escrow funds as applicable upon request.
Funds for education and training	ECC/HANH	Access to Specialized Training Fund
Funds for employment preparation	ECC/HANH	Access to Specialized Training Fund
Priority in homeownership programs	ECC/HANH	Contracted FSS Participants have priority for available SEHOP vouchers
Priority in specific training programs	ECC/HANH	Access to Specialized Training Fund
Priority in educational programs	ECC/HANH	MOU's with Community Partners
Priority in specific support services	ECC/HANH	MOU's with Community Partners

4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)]

In addition to offering incentives for FSS participation, PHA’s also conduct outreach to recruit more FSS participants from eligible families. The FSS action plan must include a description of these efforts to recruit FSS participants, including notification and outreach, the actions the PHA will take to assure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known.

PHA Policy

The **ECC/HANH** will notify eligible families about the FSS program using the following outreach locations, activities, methods, and languages, where appropriate. These points of contact and methods have been selected to ensure that both minority and nonminority groups are informed about the FSS program.

Location/Activity	Staff/Partner	Method	Language
Briefings/Orientations	ECC/HANH Staff/Specialist/Coordinator	Flyer Pptx Presentation	English/Spanish
Interims/Recertifications	ECC/HANH Staff/Specialist	Flyer Referral Form	English/Spanish
Transfers/Portability	ECC/HANH Staff/Specialist/Coordinator	Flyer Referral Form	English/Spanish
Lobby	ECC/HANH Staff/Receptionist	Flyer Pre-enrollment form	English/Spanish
ECC/HANH Website Social Media	ECC/HANH Staff	Flyer & promotional information Video	English/Spanish
American Job Centers (Workforce/Career Center)	Counselor	Flyer Presentation Referral Form	English/Spanish
Adult Education	Counselor Instructor	Flyer Presentation Referral Form	English/Spanish
Community College	Counselor Instructor	Flyer Presentation Referral Form	English/Spanish

Location/Activity	Staff/Partner	Method	Language
Employment Training Site	Instructor	Flyer Presentation Referral Form	English/Spanish
English as a Second GED Classes Language Classes	Instructor	Flyer Presentation Referral Form	English/Spanish
Community-based Organizations	Case Worker	Flyer Presentation Referral Form	English/Spanish
Child Care Centers	Teachers	Flyer Presentation Referral Form	English/Spanish

4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)]

A family’s housing assistance or admission into assisted housing should never depend on whether they choose to participate in the FSS program, and PHA’s need to make this known as part of the recruitment process. For this reason, the PHA’s action plan must include an assurance that a family’s decision to not participate in the FSS program will not affect the family’s admission to the Section 8 or public housing programs, nor will it affect the family’s right to occupancy in accordance with the lease.

PHA Policy

Participation in the FSS program is strictly voluntary. Section 8 participants and public housing residents will be notified in all literature and media presentations related to the FSS program that should they decide to not participate in the FSS program, it will not affect their Section 8 or public housing. This material will also specify that the family will retain the right to occupancy according to their lease and family obligations contract.

PART II: FAMILY SELECTION

4-II.A. OVERVIEW

The FSS action plan is required to contain a statement indicating the procedures for selecting families for FSS program participation, including a description of how the PHA will do so without regard to race, color, religion, sex (including actual or perceived gender identity), familial status, or national origin. This part describes these procedures, considering whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so, in addition to defining the factors the PHA will use in screening families for program participation.

4-II.B. FSS SELECTION PREFERENCES

As part of the process for selecting families for participation in the FSS program, the PHA may choose whether to employ the use of preferences. If the PHA so chooses, it has the option of giving a selection preference for up to 50 percent of its FSS program slots to eligible families who have one or more family members currently enrolled in an FSS-related service program or who are on the waiting list for such a program. Such a preference may be further limited to participants in and applicants for one or more specific eligible FSS-related service programs.

Should the PHA choose to adopt such a preference, it would need to include the following information in its action plan:

- The percentage of FSS slots, not to exceed 50 percent of the total number of FSS slots for each of its FSS programs, for which it will give a selection preference
- The FSS related service programs to which it will give a selection preference to the programs' participants and applicants
- The method of outreach to and selection of families with one or more members participating in the identified programs [24 CFR 984.203(a)]

A PHA may wish to adopt additional selection preferences as well [Notice PIH 93-24].

PHA Policy

The **ECC/HANH** will give a selection preference on its FSS waiting list for Section 8 families porting into the **ECC/HANH** jurisdiction with an active FSS Program CoP. Participants will be enrolled in the FSS Program as/if slots become available.

The **ECC/HANH** will provide a selection preference for 25 percent of its FSS program slots to eligible families who have one or more family members currently enrolled in, or on the waiting list of the **ECC/HANH's** PCC partners for self-sufficiency related activities.

The PHA may use either of the following to select among applicants on the FSS waiting list with the same preference status [24 CFR 984.203(b)]:

- Date and time of application to the FSS program; or
- A drawing or other random choice technique.

PHA Policy

The **ECC/HANH** will use the date and time the family expressed an interest in participating in the FSS program via completion of the pre-enrollment form to fill the FSS Program slots.

4-II.C. SELECTION FACTORS

Many factors contribute to whether a PHA may choose to select a family for participation in the FSS program. These selection factors can help the PHA screen families for admission, and ultimately contribute to the PHA's decision to either allow or deny a family's admission into the FSS program.

Motivation Selection Factors [24 CFR 984.203(d)(1)]

A PHA may screen families for interest and motivation to participate in the FSS program provided that the factors utilized by the PHA are those which solely measure the family's interest and motivation to participate in the FSS program. For this reason, PHA's must only apply motivational screening factors that are permissible under the regulations.

Permissible Motivation Selection Factors

Permitted motivational factors include requiring attendance at FSS orientation sessions or pre-selection interviews or assigning certain tasks indicating the family's willingness to undertake the obligations that may be imposed by the FSS contract of participation. However, any tasks assigned should be readily accomplishable by the family based on the family members' educational level, abilities, or disabilities, if any. Reasonable accommodations must be made for individuals whose disability (mobility, manual, sensory, speech impairments, mental, or developmental disabilities) creates a barrier to accomplishing the tasks [24 CFR 984.203(d)(2)].

PHA Policy

The **ECC/HANH** will screen families for interest and motivation to participate in the FSS program by assigning a meeting or workshop which is the same type of meeting or workshop for each family. The PHA will only use the fact that the family attended as a screening factor, even if tasks or exercises are not completed in the meeting. In addition, if the family needs either childcare or transportation to be able to attend, or requests an accommodation for a disability, the **ECC/HANH** will either refer the family to available services or exempt the family from this screening factor.

Prohibited Motivation Selection Factors

Prohibited motivational screening factors include the family's educational level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors, such as sensory or manual skills, and any factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or nonminority groups [24 CFR 984.203(d)(3)].

Other Selection Factors

In addition to motivational screening, the PHA may also wish to screen families for the following additional factors.

PHA Debt Selection Factor

The PHA may deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with Section 8 or public housing assistance [Notice PIH 93-24, B-18].

PHA Policy

The **ECC/HANH** will deny FSS program participation to a family if the family owes the **ECC/HANH**, or another PHA, money in connection with Section 8 or public housing assistance. Families that owe money to a PHA who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS program participation.

Unavailable Support Services Selection Factor

If the PHA determines, after consulting with the family, that a missing service is essential to the family's needs, the PHA may skip that family (and other similar families) and offer the FSS slot to the next family for which there are available services [Notice PIH 93-24, B-8].

PHA Policy

The **ECC/HANH** may skip a family seeking FSS program participation if it is determined that a missing service is essential to the family's needs and will offer the FSS slot to the next family for which there are available services. The family shall be notified in writing of the decision; however, should the family choose to participate, a written certification shall be obtained by the family.

Previous Participation Selection Factor

A PHA may refuse to select a family for participation in the FSS program a second time if that family previously participated unsuccessfully (i.e., the family participated, did not meet its FSS obligations, and was terminated from the FSS program) [Notice PIH 93-24, B-14].

PHA Policy

The **ECC/HANH** will not refuse to select a family for participation in the FSS program a second time if that family previously participated and did not complete all ITSP goals. The following participants will be eligible to re-apply as long as they exited the program in good standing:

- Voluntarily Self-Withdrew
- Serious illness
- Unexpected life circumstances (*i.e. death in the family, financial deterrents, involuntary loss of employment*)

Applicants may re-apply no earlier than one (1) year post withdrawal. If there is a current waiting list, the family will be placed on the waiting list based on the date and time the family expressed interest via pre-enrollment form.

4-II.D. SELECTION OF HEAD OF HOUSEHOLD

Each eligible family that is selected to participate in an FSS program must enter a contract of participation with the PHA. There will be no more than one contract at any time for each family. There may be an ITSP for as many members of the family who wish to participate. The contract shall be signed by a representative of the PHA and the head of FSS family, as designated by the family. This head of FSS family does not have to be the same as the official head of household for rental assistance purposes [24 CFR 984.303(a)].

PHA Policy

The **ECC/HANH** will meet with the family and detail the obligations, rights, and privileges that pertain to the FSS head of household and require each adult family member to certify their agreement as to their designated **FSS head of household**. These certifications will be a permanent part of the FSS family's record and will be updated with each change of head of household.

PART III: ACTIVITIES AND SUPPORT SERVICES

4-III.A. OVERVIEW

Once families are admitted to the FSS program, the PHA becomes responsible for making sure these families are adequately served. The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of Section 8 and public housing assistance programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. As such, upon selection, families are matched with the appropriate activities and supportive services so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. This is a vital element of the FSS program. The PHA must make a good faith effort to replace the obtained services from another agency.

4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS [24 CFR 984.201(d)(8)]

Before a PHA can determine the services and activities it will provide to FSS families, it must identify the services and activities appropriate to each family. The action plan must contain a description of how the program will identify the needs of FSS families and deliver the services and activities according to these needs.

PHA Policy

Supportive services needs will be identified by completion of a needs assessment with the FSS Program Coordinator(s) before completion of the initial ITSP and signing of the CoP. After enrollment in the **ECC/HANH's** FSS program, continual needs assessments (*i.e. vocational, educational, financial, counseling, and employment planning*) will be conducted by FSS Program Coordinator(s) and/or partners of the PCC. These results are used to modify the ITSP, in mutual agreement with the family. Referrals may be made as appropriate.

4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION [24 CFR 984.201(d)(7)]

As part of the required contents of the action plan, PHA's must both describe the activities and supportive services to be provided by public and private resources to FSS families and identify the public and private resources that are expected to provide the supportive services.

Of course, this task assumes that the PHA has first identified the needed activities and supportive services.

PHA Policy

The **ECC/HANH's** FSS program, through its partners on the PCC, will provide the following activities and support services to FSS families:

REMOVE TABLE BELOW WHEN UPDATED SUPPORT SERVICES CHART IS COMPLETED

Support Service General	Support Service Specific	Source/Partner
Assessment	Vocational Assessment Educational Assessment Vocational Planning Educational Planning Disability Assessment Disability Vocational Assessment/Planning Disability Educational Assessment/Planning Drug/Alcohol Assessment Drug/Alcohol Planning	Adult Basic Education Career Center Community College Community Based Organizations Career Center Community College Vocational Rehabilitation Health Department Career Center Community-based Organizations
Education	High School English as a Second Language GED Post-secondary College	High School Adult Basic Education Community College University
Training	Skills Training Emerging Technologies Training Biomedical Training On-the-Job Training Functional Context Training	Adult Basic Education Community College University Community-based Organizations Workforce Innovation/American Job Centers
Job Search Assistance	Resume Preparation Interviewing Skills Dress for Success Workplace Skills Job Development Job Placement	Adult Basic Education Community College University Community-based Organizations Workforce Innovation/American Job Centers
Transportation	Bus Train/Trolley	Metropolitan Transit
Health Care	Alcohol and Drug Prevention Alcohol and Drug Treatment	HMO Health Department Community Clinic General Hospital
Child Care	Infant Care Toddler Care Preschool Care Afterschool Care Homework Assistance	Child Care Resource Parks and Recreation

Support Service General	Support Service Specific	Source/Partner
Financial Literacy	Financial Education Financial Coaching Debt Resolution Credit Repair	Adult Basic Education Community College University Community-based Organizations
Legal Services	Representation Document Review Counsel or Advice	ACLU Legal Aid
Child/Adult Protective Services	Needs Assessment Case Planning Information Referral Crisis Management	Senior Services Adult Services In-home Support Services Adult Abuse Hotline Child Abuse Hotline Foster Care Adoption Services
Crisis Services	Crisis Assessment Crisis Intervention Crisis Management Crisis Resolution	Crisis Team Senior Crisis Team Poison Center Domestic Violence Shelter
Mentoring	Mentoring Match	Adult Basic Education Community College Workforce Investment Act Youth Programs Community-based Organizations
Micro and Small Business Development	Training Planning Technical Assistance Mentoring	Microbusiness Assistance Program Small Business Administration Business Incubator
Homeownership	Training Planning Debt Resolution	Public Housing Authority Housing Counseling Organization Community-based Organizations
Individual Development Accounts	Match Savings Accounts Distribution of IDA Funds	Public Housing Authority TANF Office of Community Services in DHHS Office of Refugee Resettlement Beginner Farmers and Ranchers Community-based Organizations

4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(D)(12)]

The FSS action plan is required to contain a certification that the development of the activities and services under the FSS program has been coordinated with the JOBS program (now Welfare to Work under TANF), the programs under title I of the Workforce Innovation and Opportunity Act, and any other relevant employment, childcare, transportation, training, and education programs in the applicable area. The implementation of the FSS program's activities and services must continue to be coordinated as such to avoid duplication of activities and services.

PHA Policy

The **ECC/HANH** certifies that its FSS program has developed its services and activities in coordination with programs under Title I of the Workforce Innovation and Opportunity Act, Workforce Investment Board and American Job Centers (*also known CT Workforce Alliance*), and any other relevant employment, childcare, transportation, training, and education programs in the applicable area. The implementation of these activities and services will continue to be coordinated the FSS Program management and PCC in this manner to avoid duplication of activities and services.

Chapter 5

CONTRACT OF PARTICIPATION

INTRODUCTION

Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA. This contract, which is signed by the head of the FSS family, sets forth the principal terms and conditions governing participation in the FSS program, including the rights and responsibilities of the FSS family and of the PHA, the services to be provided to the head of the FSS family and each adult member of the family who elects to participate in the program, and the activities to be completed by them. The contract also incorporates the individual training and services plan [24 CFR 984.303].

This chapter contains two parts:

Part I: Overview and Family Obligations: This part provides an overview of the form and content of the contract of participation and describes what the contract requires of FSS families.

Part II: Contract Specifications: This part explains the specifications of the contract, including terms and conditions, contract modification, contract terminations, and grievance procedures.

PART I: OVERVIEW AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

The purpose of the FSS contract of participation is to set forth the principal terms and conditions governing participation in the FSS program, including the incorporation of the individual training and services plan (ITSP) as part of the contract's required contents. The ITSP is meant to establish goals the FSS family will meet along the family's way to completing the contract and becoming self-sufficient. In addition to the goals specified in the ITSP, the contract also lists the responsibilities of the family and the PHA. This part covers the ITSP as part of the required contents of the contract of participation, and the family's obligations under the contract.

5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION

Individual Training and Services Plan

There will only ever be one FSS contract of participation (CoP) at any time for each FSS family. As part of the required contents of the FSS contract of participation (CoP), the individual training and services plan (ITSP) establishes specific interim and final goals by which the PHA and the family measure the family's progress toward fulfilling its obligations under the contract of

participation and becoming self-sufficient. Interim and final goals will differ depending on the family's individual needs. Regulations require the establishment of a final goal that includes both employment for the head of the FSS family and independence from welfare assistance for all family members regardless of age.

Interim Goals [24 CFR 984.303(b)(2)]

PHA's must work with each participant to establish realistic and individualized goals and may not include additional mandatory goals or mandatory modifications of the two mandatory goals. Individual Training and Service Plans for Other than FSS Head [24 CFR 984.103]

An individual training and services plan is required for the head of the FSS family and all adults choosing to participate. ITSPs must be prepared for each adult family member participating. ITSPs are prepared by the PHA, in consultation with the participating family member [Notice PIH 93-24, G-16.

5-I.C. FAMILY OBLIGATIONS

Compliance with Lease Terms [24 CFR 984.303(b)(3)]

One of the obligations of the FSS family according to the contract of participation is to comply with the terms and conditions of the Section 8 or public housing lease.

Inability to comply with the lease represents an inability to comply with the contract, therefore regulations regarding noncompliance with the FSS contract apply [see 24 CFR 984.303(b)(5)]. It is up to the PHA to determine the plan of action for FSS families found in noncompliance with the lease and how the PHA will precisely define the term comply with the lease. All considerations allowed for other assisted residents regarding violations of the lease, must also be allowed for FSS participants.

PHA Policy

The **ECC/HANH** will define *comply with the lease* to mean the FSS family has not been evicted for repeated or serious violations of the lease as defined in the Section 8 Administrative Plan and public housing Admissions and Continued Occupancy Policy; or if they have been evicted for repeated and serious violations of the lease, the family has pursued their right to grieve, and the family has prevailed in either the grievance hearing or the informal hearing process.

The **ECC/HANH's** FSS program may terminate the FSS CoP for failure to comply with the terms of the lease.

Employment Obligation [24 CFR 984.303 (b)(4)]

Another obligation set forth by the contract of participation is for the head of the FSS family to seek and maintain suitable employment during the term of the contract and any extension.

Although other members of the FSS family may seek and maintain suitable employment during the term of the contract, it is only a requirement for the head of the FSS family.

The obligation for the head of the FSS family to seek employment is defined in the regulatory language as meaning that the head of the FSS family has searched for jobs, applied for employment, attended job interviews, and has otherwise followed through on employment opportunities.

With the agreement of the FSS family member, the PHA makes a determination of what it means to maintain suitable employment based on the skills, education, and job training of the FSS head of household, receipt of other benefits of the family member, and the available job opportunities within the jurisdiction served by the PHA. This means that the PHA must consult with the family member and agreement must be reached as to what maintain suitable employment is for that family member [24 CFR 984.303 (b)(4), Notice PIH 93-24, G-3].

PHA Policy

For purposes of the **ECC/HANH's** FSS program, *seek employment* means the FSS head of household has applied for employment, attended job interviews, and otherwise followed through on employment opportunities as outlined in the ITSP of their CoP.

Maintain suitable employment is defined as employment, on the last day of the contract, that is outlined in the ITSP and is based on the skills, education, job training, and receipt of other benefits of the head of the FSS family. The **ECC/HANH** will require verification of said employment.

5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT

Consequences apply for families who do not meet the terms and conditions of the FSS program contract. The regulations require that the contract of participation specify that if the FSS family fails to comply, without good cause, with the terms and conditions of the contract (including compliance with the Section 8 or public housing lease), the PHA may:

- Withhold supportive services
- Terminate the family's participation in the FSS program

PHA's are not permitted to terminate a family's housing assistance due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

PHA Policy

The CoP will be terminated before the expiration of the contract term if the participant fails to meet, without "good cause," their obligations as outlined in the CoP. If the participant fails to meet its obligations outlined in the CoP, the FSS Program Coordinator(s), or their

designee, will first meet with the family to reassess the need for supportive services or a change in the ITSP.

FSS Program Coordinator(s) will use this reassessment to identify and refer to resources that remove the barriers, so the participant is able to meet their obligations outlined in the CoP.

If neither of these alternatives (*reassessment and referral*) is successful, the FSS Program Coordinator(s) will terminate the CoP for failure to complete the tasks, interim goals, or final goals of the ITSP in a timely manner, and thus failure to complete the obligations outlined in the CoP.

The FSS Program Coordinator(s) will make an exception to the actions in terminating the CoP if the participant can, with the assistance of the FSS Program Coordinator(s), demonstrate “*good cause*” for the failure to meet its obligations as outlined in the CoP.

For purposes of the **ECC/HANH’s** FSS program, *good cause* includes circumstances beyond the control of the FSS family:

Family circumstances

- Death in the family
- Serious illness
- Medical emergency
- Mandatory court appearances
- Involuntary loss of employment
- Loss of head of household through death, incarceration, or removal from lease

Community circumstances

- Significant reduction in workforce
- Significant interruption in service delivery
- Provider noncompliance with regulation
- Provider unable or unwilling to provide service

Active pursuit of a current or additional self-sufficiency goal

- Change in the ITSP demonstrating improvement/progress toward economic self-sufficiency
- Resolution of a barrier to employment
- Completion of a college degree or technical training
- Completion of a work-related certification
- Credit repair towards homeownership readiness

PART II: CONTRACT SPECIFICATIONS

5-II.A. OVERVIEW

In addition to making clear the family's obligations under the program, the contract of participation contains specific terms and conditions, including those governing contract modifications, terminations, and grievance procedures. This part describes those specifications and associated policy.

5-II.B. CONTRACT TERM [24 CFR 984.303(c)]

The contract term is five years. This means that the family has no more than five years from the effective date of the contract of participation (CoP) to fulfill their obligations as specified in the contract. This five-year term requirement will be specified in the CoP.

Contract Extension [24 CFR 984.303(d)]

While the term set forth in the contract of participation is for five years, contract extensions are available. According to regulation, PHA's must for "good cause" extend the term of the contract for a period not to exceed two years for any FSS family that requests an extension of the contract in writing or verbally. The family's written or verbal (documented by the FSS Program Coordinator(s)) request for an extension must include a description of the need for the extension. Good cause means circumstances beyond the control of the FSS family, as determined by the PHA, such as a serious illness or involuntary loss of employment (further defined by PHA policy in Section 5-I.D.). Extension of the contract of participation will entitle the FSS family to continue to have amounts credited to the family's FSS account.

PHA Policy

The **ECC/HANH's** FSS program may allow FSS families, upon request, to obtain an extension to the FSS program CoP in one-year increments not to exceed two years.

FSS families must request a program extension within no less than three months prior to the expiration of the CoP.

5-II.C. MODIFICATION OF THE CONTRACT

The contract of participation (CoP) may be modified, as long as the PHA and the FSS family mutually agree to modify it. This includes modifications in writing with respect to the individual training and services plans (ITSPs), the contract term (See Section 5-II.B. above), and designation of the head of the family [24 CFR 984.303(f)]. The conditions under which the PHA will modify the contract are set forth in the policy below.

PHA Policy

In the **ECC/HANH's** FSS program, the CoP will be modified by mutual agreement between the **ECC/HANH** and the FSS head of household:

When modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency.

When the actual end date of the CoP is determined by the effective date of the FSS family's first reexamination.

When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, designate another family member to be the FSS head of household and receive escrow funds.

When an FSS family moves to the jurisdiction of a receiving PHA that does not have an FSS program and the family may not continue participation in the **ECC/HANH's** FSS program, and modification of the FSS contract will allow the family to complete the contract and receive an escrow disbursement or terminate the contract with escrow disbursement.

5-II.D. COMPLETION OF THE CONTRACT

By regulation, the contract of participation is considered to be completed when the head of the FSS family is employed and the FSS family has fulfilled all of its obligations under the contract of participation, including all family members' ITSPs, on or before the expiration of the contract term, including any extension thereof.

Policies on verifying completion of the contract of participation can be found in Section 6-I.C. of this action plan.

5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE

Even after a family has completed the contract of participation, a PHA may continue to offer appropriate FSS supportive services to a former completed FSS family. If the family still resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient. If the family no longer resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient or remaining self-sufficient. Transitional services for families who no longer reside in Section 8 or public housing, may only be offered using sources that are not HUD funds or HUD restricted funds [24 CFR 984.303(j)].

PHA Policy

The **ECC/HANH** will continue to offer supportive services to a former FSS family who has completed its CoP.

5-II.F. TERMINATION OF THE CONTRACT

Termination of the Contract with Escrow Distribution [24 CFR 984.303(k)]

The contract of participation will be terminated with escrow distribution before the expiration of the contract term, during any extension of the contract, or at end of the term of the contract if all obligations under such have not been met, when:

- Services that the PHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable, as described in Section 5-II.H. of this Action Plan. This type of termination is also referred to as "nullification" in the FSS regulations at 24 CFR 984.
- The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family; or
- An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR 982.353) for good cause and continuation of the CoP after the move or completion of the CoP prior to the move is not possible. PHA's must be consistent in their determinations of whether a family has good cause for a termination with FSS escrow disbursement.

Termination of the Contract without Escrow Distribution [24 CFR 984.303(h)]

The contract of participation may be terminated before the expiration of the contract term and any extension of the contract by the following:

- Mutual consent of the parties
- Failure of the FSS family to meet its obligations under the CoP without good cause, including in a Section 8 FSS program the failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA
- The family's withdrawal from the FSS program
- Such other act as is deemed inconsistent with the purpose of the FSS program
- Operation of law

PHA Policy

The CoP will be terminated before the expiration of the contract term, and any extension thereof, for any of the following reasons:

Mutual consent of the parties.

Family's withdrawal from the FSS program.

Failure of the FSS family to meet its obligations under the CoP without good cause. *Good cause* for the purposes of the FSS program is also defined in Section 5-I.D. of this Action Plan.

Such other act as is deemed inconsistent with the purpose of the FSS program.

Operation of law.

The head of the FSS family becomes permanently disabled and other family members will not participate in FSS as the head of the FSS family.
In a Section 8 FSS program, failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA under portability without continued FSS participation.

If the FSS family faces termination due to failing to meet, without good cause, its obligations under the CoP, the PHA will follow the relevant policy specified in Section 5-I.D. of this action plan.

Note: If the family is unable to meet the requirements of the contract of participation because essential services are not available, the contract is nullified, not terminated.

In addition, the contract of participation is automatically terminated if the family's Section 8 assistance is terminated in accordance with HUD requirements [24 CFR 984.303(h)].

5-II.G. OPTION TO WITHHOLD SUPPORTIVE SERVICE [24 CFR 984.303(b)(5)(i)]

As touched upon in Section 5-I.D. of this action plan, the PHA has the option to withhold supportive services or the FSS family's participation in the FSS program if the PHA determines that the FSS family has failed to comply without good cause with the requirements of the contract of participation.

PHA's are not permitted to terminate Section 8 assistance to a family due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

5-II.H. PHA OBLIGATION TO MAKE GOOD FAITH EFFORT TO REPLACE UNAVAILABLE SUPPORT SERVICES [24 CFR 984.303(e)]

PHA s must make an extensive good faith effort to replace services that community agencies either cannot or will not provide. If all of the steps below are exhausted without the provision of an integral service, the contract of participation can be ended ahead of time as a result. This, however, should only occur as a last resort. The PHA's good faith effort must be demonstrated by taking the following steps:

- If a social service agency fails to deliver the supportive services pledged under an FSS family member's individual training and services plan (ITSP), the PHA must make a good faith effort to obtain these services from another agency.
- If the PHA is unable to obtain the services from another agency, the PHA must reassess the family member's needs and determine whether other available services would achieve the same purpose.
- If other available services would not achieve the same purpose, the PHA shall determine whether the unavailable services are integral to the FSS family's advancement or progress toward self-sufficiency.
- If the unavailable services are not integral to the FSS family's advancement toward self-sufficiency, the PHA must revise the ITSP, delete these services, and modify the contract of participation to remove any obligation on the part of the FSS family to accept the unavailable services.
- If the unavailable services are determined to be integral to the FSS family's advancement toward self-sufficiency (*which may be the case if the affected family member is the head of the FSS family*), the PHA shall terminate the contract of participation and follow the requirements in Section 5-II.F. of this Action Plan.

Termination of the contract of participation based on unavailability of supportive services shall never be grounds for termination of Section 8 or public housing assistance.

PHA Policy

The **ECC/HANH** will make a good faith effort to obtain/replace supportive services pledged under an FSS family member's ITSP if a social service agency fails to deliver these.

The **ECC/HANH** will reassess the family member's needs and determine whether other available services would achieve the same purpose of the initial social service agency.

The **ECC/HANH** will determine if the other local available services would not achieve the same purpose, and if the unavailable social services are integral to the FSS family's progress toward self-sufficiency.

The **ECC/HANH** will revise the ITSP, delete non-integral services, and modify the CoP to remove family obligations as a result of unavailable social services.

The **ECC/HANH** shall terminate the CoP and follow the requirements in Section 5-II.F. of this Action Plan if the unavailable social services are determined to be integral to the family's progress toward self-sufficiency.

5-II.I. GRIEVANCE PROCEDURES

When adverse action is taken by the PHA against a family, the PHA is required to provide a grievance hearing in the public housing program, or an informal hearing in the Section 8 program [24 CFR 966 subpart B, 24 CFR 982.554].

According to regulatory requirements, the FSS action plan must contain the grievance and hearing procedures available for FSS families against whom the PHA has taken adverse action with regards to FSS [24 CFR 984.201(d)(9)].

PHA Policy

The grievance and informal hearing procedures for the FSS program will be the same as the grievance and hearing procedures adopted for the Section 8 and public housing programs in the **ECC/HANH's** admissions and continued occupancy policy and administrative plan, respectively. [page 16-19, *The Housing Choice Voucher Administrative Plan, June 2022*].

Adverse actions taken within the FSS program include:

- Denial of admission into the FSS program

- Denial of request to change the head of household

- Denial of request for interim disbursement of the escrow account

- Denial of request to complete the CoP

- Denial of a request for extension to the FSS CoP

- Denial of request for either interim or final distribution of escrow account

- Withholding of support services

- Termination of the FSS CoP

- Denial of request for termination with escrow distribution

Chapter 7

PORTABILITY IN SECTION 8 FSS PROGRAMS

INTRODUCTION

PHA's operating Section 8 FSS programs must be familiar with the rules and regulations regarding portability under the Section 8 program. As with the case of portability in the Section 8 program in general, the FSS family may move outside the initial PHA jurisdiction under portability procedures after the first 12 months of the FSS contract of participation [24 CFR 984.306].

In the event that an FSS family chooses to exercise portability, certain special requirements regarding the FSS program would apply. This chapter describes the obligations of the initial PHA, the receiving PHA, and the FSS family under portability, in addition to any special stipulations regarding portability in the FSS context.

This chapter contains two parts:

Part I: Portability in the FSS Program: This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

Part II: The Effects of Portability on FSS Regulations and Policy: This part describes the specific ways in which portability affects different aspects of the FSS program, including the escrow account, program termination, loss of the FSS account, and termination of Section 8 program assistance.

PART I: PORTABILITY IN THE FSS PROGRAM

7-I.A. OVERVIEW

Portability is a statutory feature of the Section 8 program—it is included in the law. As such, PHA's operating a Section 8 FSS program need to understand the effects that portability will have on Section 8 FSS families and program operation. This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

7-I.B. DEFINITIONS

For the purposes of portability with regards to the FSS program, the following definitions will be used [24 CFR 982.4, 24 CFR 984.306].

- *Initial PHA* means both:
 1. A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and

2. A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- *Receiving PHA* means a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA either absorbs the family into its program, including issuing a voucher and providing rental assistance to the family, or bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher.
 - *Relocating FSS Family* refers to an FSS family that moves from the jurisdiction of a PHA at least 12 months after signing its contract of participation.

7-I.C. RESIDENCY REQUIREMENTS

Families participating in a Section 8 FSS program are required to lease an assisted unit within the jurisdiction of the PHA that selected the family for the FSS program for a minimum period of 12 months after the effective date of the contract of participation. However, the initial PHA may approve a family's request to move outside its jurisdiction under portability during this period if the move is in accordance with the regulations at 24 CFR 982.353 [24 CFR 984.306(a)(1)].

PHA Policy

The PHA will approve a family's request to move outside its jurisdiction under portability after the first 12 months of the effective date of the CoP if the move is in accordance with the regulations for such moves at 24 CFR 982.353.

After the first 12 months of the FSS contract of participation, the FSS family may move outside the initial PHA jurisdiction under portability procedures regardless of PHA approval [24 CFR 984.306(a)(2)].

7-I.D. PORTABILITY REQUIREMENTS FOR FSS PARTICIPANTS

Receiving PHA Administers an FSS Program [24 CFR 984.306(b)]

Whether the receiving PHA bills the initial PHA or absorbs the FSS family into its Section 8 program, the receiving PHA must enroll an FSS family in good standing in its FSS program. However, if the receiving PHA is already serving the number of FSS families identified in its FSS Action Plan and determines that it does not have the resources to manage the FSS contract, or the receiving PHA and the initial PHA may agree to the FSS family's continued participation in the initial PHA's FSS program. Prior to the PHA's agreeing to the continued participation, the initial PHA must determine that the relocating FSS family has demonstrated that, notwithstanding the move, it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

PHA Policy

The **ECC/HANH**, as the initial housing authority, will agree to the participant's continued participation in their FSS program as long as the relocating family has demonstrated, with the assistance of the FSS Program Coordinator(s), that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

Where continued FSS participation is not possible, the initial PHA must clearly discuss the options that may be available to the family. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

PHA Policy

The **ECC/HANH** will clearly discuss the options that are available to the family where continued FSS participation is not possible. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

Receiving PHA Does Not Administer an FSS Program [24 CFR 984.306(c)]

If the receiving PHA does not administer an FSS program, the FSS family may not continue participation in the FSS program. The initial PHA must clearly discuss the options that may be available to the family, depending on the family's specific circumstances, which may include, but are not limited to, modification of the FSS contract, termination with FSS escrow disbursement in accordance with § 984.303(k)(1)(iii), termination of the FSS contract and forfeiture of escrow, or locating a receiving PHA that administers an FSS program.

PHA Policy

ECC/HANH clearly discuss the options that are available to the family where the receiving PHA does not administer an FSS program. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

Portability Impact of FSS Family

Family FSS Status	PHA FSS Status	Port Scenario	FSS Impact	Who Decides
FSS Family Ports	Receiving has FSS	Billed or	RHA must enroll Family in FSS if family chooses and slot available	HUD
	Initial has FSS	Absorbed	Family may stay in IHA FSS program if feasible	IHA, RHA, and Family
			If not feasible, IHA must discuss options: a) Complete COP in IHA b) Termination with escrow disbursement c) Termination without escrow disbursement d) Port to different PHA	HUD
FSS Family Ports	Receiving does not have FSS	Absorbed	Family may not enroll in RHA FSS	HUD
	Initial has FSS		Family may not stay in IHA FSS program even if feasible	HUD
			IHA must discuss options (See a-d above)	HUD

Family FSS Status	PHA FSS Status	Port Scenario	FSS Impact	Who Decides
FSS Family Ports	Receiving does not have FSS Initial has FSS	Billed	Family may not enroll in RHA FSS due to no program Family may stay in IHA FSS program if feasible If not feasible, IHA must discuss options (See a-d above)	HUD IHA and Family HUD
Non-FSS Families				
Non FSS Family ports	Initial has FSS Receiving has FSS	Billed or Absorbed	RHA must enroll unless: 1) Has too many FSS 2) Both agree to IHA keeping client	HUD RHA Both RHA/IHA
Non-FSS Family Ports	Receiving has FSS program Initial doesn't have FSS program	Billed	Family may not enroll in FSS unless RHA absorbs	If IHA agrees
Non-FSS Family Ports	Receiving has FSS program Initial doesn't have FSS program	Absorbed	RHA may enroll in accordance with FSS policies	HUD
Non-FSS Family Ports	Receiving doesn't have FSS program Initial has FSS program	Billed	Initial may enroll family prior to port or discuss options (See a-d above)	HUD
Non-FSS Family Ports	Receiving doesn't have FSS program	Absorbed	Family may not enroll in FSS	HUD

	Initial has FSS program			
Non-FSS Family Ports	Receiving doesn't have FSS program Initial doesn't have FSS program	Billed or Absorbed	Family may not enroll in FSS	HUD

Single Contract of Participation

If the FSS family enrolls in the receiving PHA's FSS program, the receiving PHA will enter a new contract with the FSS family for the term remaining on the contract with the initial PHA.

The initial PHA will end its contract with the family.

If the FSS family remains in the FSS program of the initial PHA, pursuant to this section, the contract executed by the initial PHA will remain as the contract in place.

Termination of FSS contract and Forfeiture of Escrow Account [984.306(e)]

If an FSS family relocates to another jurisdiction and is unable to fulfill its obligations under the contract, including any modifications, the PHA, which is a party to the contract, must terminate the FSS family from the FSS program. The family's FSS escrow account will be forfeited.

Termination of FSS program participation and forfeiture of FSS escrow must be used only as a last resort after the PHA determines, in consultation with the family, that the family would be unable to fulfill its obligations under the contract after the move, that locating another receiving housing authority with a FSS program is not possible, that the current contract cannot be modified to allow for completion prior to porting, and that the current contract cannot be terminated with FSS escrow disbursement. When termination is the only option, the PHA must clearly notify the family that the move will result in the loss of escrow funds. The PHA must follow its policy for clearly notifying the FSS family of the forfeiture.

PHA Policy

ECC/HANH will notify the family via written notification that the move (*portability*) will result in the forfeiture of escrow funds and program termination if an FSS family relocates to another jurisdiction and is unable to fulfill its obligations under the CoP including any modifications thereof. Policies as defined in Chapter 7 to be followed.

7-I.E. NEW FSS ENROLLMENT INTO RECEIVING PHA'S FSS PROGRAM

Administering and Billing of the Voucher

If the receiving PHA bills the initial PHA, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program, but only if the initial PHA manages an FSS program and agrees to such enrollment. If the receiving PHA bills the initial PHA, but the initial PHA does not manage an FSS program, the family may not enroll in the receiving PHA's FSS program.

PHA Policy

The **ECC/HANH** will clearly discuss the options that are available to the family where continued FSS participation may be possible upon relocation to **ECC/HANH's** jurisdiction if the initial PHA manages an FSS program. The **ECC/HANH** will not enroll families in the FSS program if the initial PHA does not manage an FSS program.

Absorption of the Voucher

If the receiving PHA absorbs the family into its Section 8 program, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program.

PHA Policy

The **ECC/HANH** will enroll absorbed Section 8 families into the FSS Program that were not an FSS participant at the initial PHA consistent with **ECC/HANH's** FSS program enrollment policies.

PART II: REPORTING

7-II.A. OVERVIEW

Each PHA that carries out an FSS program shall submit to HUD, in the form prescribed by HUD, a report regarding its FSS program.

7-II.B. CONTENTS OF THE FSS REPORT [24 CFR 984.401]

The report submitted to HUD must include a description of the activities carried out in the FSS program; a description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency, including the number of families enrolled and graduated and the number of established escrow accounts and positive escrow balances; a description of the effectiveness of the program in coordinating resources of communities to assist families to achieve economic independence and self-sufficiency; and any recommendations by the PHA or the appropriate local Program Coordinating Committee for legislative or administrative action that would improve the FSS program and ensure the effectiveness of the program.

7-II.C. FAMILY SELF-SUFFICIENCY GRANT PROGRAM REVIEW PHA SELF-ASSESSMENT

HUD provides a detailed checklist for PHA's to conduct their own self-assessment of their FSS program. The form is administered by the local field office and allows each PHA to gather concrete and comprehensive data covering aspects of the program from FSS Action Plans and Composite Scores through FSS program size, participants, and graduations to reductions in FSS grants and current Memoranda of Agreement with community partners. The detailed example of the FSS Self-Assessment is available at HUD's FSS Resource page, which can be located by searching "HUD FSS" on any browser.

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MEMORANDUM

To: Board of Commissioners

Date: September 20, 2022

From: Karen DuBois-Walton, President

RE: Resolution authorizing ECC/HANH to enter into a contract with Ring Central for Unified Communication as a Service (UCaaS) in the amount of \$782,814.00 over five years

ACTION: Recommend that the Board of Commissioners adopt Resolution #09-54/22-R

TIMING: Immediately

DISCUSSION: Voice over IP (VOIP) telephony, video conferencing, and faxing are critical elements required to conduct business at ECC. In February 2022, Elm City Communities issued an RFP for UCaaS to provide these services that is cloud based and includes a contact center with advanced analytics.

There were six respondents to the RFP including T-Mobile, Ring Central, Granite Telecommunications, GoTo Communications, Converge One, and Connecticut Communications. Based on capability, price, and implementation timeframe, Ring Central provided the best solution for ECC.

This resolution is seeking approval to enter into a contract with Ring Central over five years to provide these services in the amount of \$782,814.00 including training, contact center setup and FCC taxes and surcharges.

FISCAL IMPACT: \$782,814.00 over 5 years (IT budget)

STAFF: Donna Piccirilli, VP Information Technology/CIO

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution #09-54/22-R

Resolution authorizing ECC/HANH to enter into a contract ECC/HANH to enter into a contract with Ring Central for Unified Communication as a Service (UCaaS) in the amount of \$782,814.00 over five years

WHEREAS, Voice over IP (VOIP) telephony, video conferencing, and faxing are critical elements required to conduct business at ECC. In February 2022, Elm City Communities issued an RFP for UCaaS to provide these services that is cloud based and includes a contact center with advanced analytics, and

WHEREAS, There were six respondents to the RFP including T-Mobile, Ring Central, Granite Telecommunications, GoTo Communications, Converge One, and Connecticut Communications. Based on capability, price, and implementation timeframe, Ring Central provided the best solution for ECC, and

WHEREAS, This resolution is seeking approval to enter into a contract with Ring Central over five years to provide these services in the amount of \$782,814.00 including setup of contact center and FCC taxes and surcharges, and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that:

1. The Board authorizes the President to take such action and execute such documents as necessary to implement the provisions of this Resolution.
2. This Resolution shall take effective immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 20, 2022.

Karen DuBois-Walton,
Secretary/President

Date

REVIEWED:
MCCARTER & ENGLISH, LLP
GENERAL COUNSEL

By: _____
Rolan Joni Young, Esq.
A Senior Partner

Final Bid Sheet

Specifications Calling and Video	Qty	Unit Cost	Extended Monthly	Annually
Local #	59	\$4.99	\$294.41	\$3,532.92
Toll Free	4	\$ 4.99	\$19.96	\$239.52
Digital Line	210	18.99 (+ CRF Fee \$3.00 + E911 Fee)	\$4529.03(197 on the account today)	\$54,348.36
Large Meeting 200	1	\$20	\$20	\$240
International Calling Credit Bundle	1	\$250	\$250	\$3,000
Video (Included)	0			
Fax (Included)	0			
Annual Support (Included)	1	Included		\$
Contact Center Advanced	30	(30) *\$135/seat = \$4050 Textel up to 5k messages \$346.50 Workforce Mgmt (30)*\$19 = \$570 CC Minutes Bundle \$700	\$4966.5 without minutes bundle \$5666.50 with bundle	\$59,598 without bundle \$67998 with bundle
Contact Center Auto Recording	30	Included	\$	\$
Town Hall (100--200)	1	\$ estimate \$300 (free for now)	\$300	\$3,600

Final Bid Sheet

Estimated FCC Taxes	\$1,000	\$1,000	\$12,000
Annual Total			Without Minutes Bundle \$136,558.8 With Bundle \$144,958.8

One Time Fee	
Contact Center Setup	6 Phases outlines in quote \$58020
Potential Setup for new vendor	Existing customer
Total One Time Fee	\$58,020

Total 3 Years	Without Minutes Bundle \$409,676.4 With Bundle \$434,876.4
Total 4th Year Option	Without Minutes Bundle \$546,235.2 With Bundle \$579,835.2
Total 5th Year Option	Without Minutes Bundle \$682,794 With Bundle \$724,794

*Total One Time Fee + Grand
Total for All 5 Years*

Final Bid Sheet

Grand Total for All 5 Years	\$Without Minutes Bundle \$740,814 With Bundle \$782,814
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